

Quilt Show Volunteer Committees

Challenge Committee: last show we had a bag challenge

Your committee may decide on a different challenge. Designing and selling Tickets, and finding prizes are also jobs required of this committee.

Setup & Takedown Committee

Setup - Friday March 26th 2010

Organizing a committee and volunteers for the pickup and deliver of the quilt racks from the Arnprior Museum and the Almonte Textile Museum. The racks have been reserved. Members of this committee needed to plan the setup of the display for quilts, challenges, reception area and the retail mall.

Preferably the volunteers who setup should also be involved in the take down if possible. Microphone and ladder from the Nick Smith Centre are available if requested at the reception desk.

Retail Mall: Committee Members are required to contact Quilt Shops to participate in our guild show. A form is available from our last show. The committee should also consult with the setup committee to ensure the retailers have the location and size of booth they need. Collection of payments and distribution of receipts is required. Access to email for sending the registration form is needed by at least one committee member.

Raffle for Charity Quilt; The Charity Quilt tickets have been printed and are ready to take to other Guilds and shopping Centres. A committee is needed to distribute and sell tickets and hopefully beat our last raffle total. The raffle tickets support the charitable work of our guild and support the next show. Ensure that tickets and money is accounted for and all funds are given to our guild Treasurer for banking. The draw will be taking place as stated on the ticket, please prepare a raffle location and box for the tickets.

Reception and greeting area; Committee members are required to man reception Saturday from 10:00 AM to 5:00 PM and Sunday from 11:00 AM to 4:00 PM.

Collection of entrance fee and distribution of tickets for the viewer's choice and door prizes are required. 50/50 double tickets are used to count the number of people attending the show, it is therefore necessary to use consecutively numbered tickets from one roll. New rolls of tickets can be purchased. All funds must be accounted for and given to the Guild Treasurer for banking.

Floor Monitors (white glove volunteers)

Ensure that attendees wear a glove to touch the quilts. Monitors must also watch for anyone trying to take down a quilt or disturbing the displays. The door at the west rear access to the parking lot is to be locked during the show.

Wearable Art Display;

Committee members to consult with the setup committee for location and space. Mannequins and display items are available from members. Registration, viewers choice tickets and prizes for this area are the responsibility of committee members.

Registration of Quilts Committee:

A registration form is available from our last show. Review and change the form to accommodate suggestions form Guild Members. Ensure that all quilts have labels, are numbered and recorded before putting on display. Due to the travel plans of our members quilts must be stored prior to and after the show, a form may be required. A list of the quilts on display and a description may be required for publication.

Advertising and Public Relations Committee;

We have piggy backed on the Maple Run festival to bring more people to our show. The Yellow Tulip owners in Pakenham are managing advertising in the Maple Run brochure. The poster needs to be distributed and signage for the weekend of the show needs to be planned. Admission is the same as last show \$5 for the day.