

## **BOUTIQUE COMMITTEE**

The QC Boutique is an outlet for items made by QC members and provides an opportunity for Quilt Show visitors to purchase a wide variety of quilts, quilt-related crafts, and other craft items. Open for business throughout the annual Quilt Show and during Members' Night, the Boutique is a very popular part of the QC Quilt Show and a very effective fund-raising activity.

The Boutique Committee plans and manages all Boutique operations which include:

- Update Boutique Inventory Form and Boutique Guidelines on the QC website; publish both in the April and May issues of *Quiltations* and have copies available at April and May guild meetings. Check in completed Inventory Forms with merchandise at publicized hours on the day before the Show.
- Schedule and train volunteers for set-up, take-down, sales and accounting activities. Plan space layout, display arrangements, and signage. Procure equipment such as tables, and tablecloths, display props, cash boxes, and other supplies such as sales books, bags, tissue paper, pens, pins and tape.
- Supervise set-up and take-down, and all sales and accounting activities throughout the Show. Supervise return of unsold merchandise to vendors. Provide QC Treasurer with a list of names and amounts due (@85%) to members whose merchandise was sold. Retain complete sales records for 9 months.