



## Quilters' Connection - Quilt Show Chair Job Description

*Submitted by Mary Walter, November 2017*

The responsibilities of our quilt show chair is to lead and plan by committee all of the tasks and responsibilities required to showcase guild members' quilts. In addition to showing quilts our exhibit should cover the cost of the hall and other reasonable expenses and supplies such as the following:

- Rental of hanging racks and stands with clips.
- Advertising literature promoting our show. i.e. book marks, postcards, rack cards, labels, and all signage.
- Show booklet.
- Table cloths, sheets, hanging supplies. Extra hanging poles, monofilament, ladders and tools (we should already have some on hand from previous shows.
- Special exhibits (if applicable)

Our chair/s must determine a calendar and timeline of prioritized tasks and form committees to adhere to and execute the agreed upon jobs according to the show chair and committee members. Committees could be as follows:

### **Fundraising:**

- Show booklet
- Vendor chair
- Raffle quilt
- Boutique
- Raffle baskets
- Cookie cans
- Show quilts for sale
- Lectures
- Book signing
- Workshops
- Tote bags or other quilt merchandise with our guild logo
- Quilt entry fees

### **Quilt Show Prep:**

Determine how many quilts each member can exhibit. i.e. one from each member then a second entry as space allows.

- Set a date all quilt/clothing entries must be accepted by.
- Create a quilt entry form with required information and photos. (2 copies of the entry form should be submitted. One set for the show book and one set for the layout and hanging of the exhibit crew.
- Limit size of quilts to 90" x 90" to avoid hanging oversized quilts.
- Accept, date, and number quilt entries.
- Coordinate with hanging/layout chairperson to layout the exhibit before hanging.
- Assembles take in teams for the quilt show and boutique, with quilt receipts and inventory lists for the boutique.
- Assemble teams of runners to place quilts to hang in predetermined rows

- Assemble teams of hanging crews to hang quilts.
- Assemble teams of crews to take down quilts/boutique items and organize by name or numbers to be picked up.
- Care of volunteers and vendors; provide water, sandwiches, and bathroom breaks. Breakroom for volunteers to stow purses and purchases securely.
- Assign treasurer or bookkeeper to record and provide change/cash for all sales such as the gate, raffle tickets, product sales, and boutique and quilt sales. Balance all receipts and secure cash.
- Arrange Members' Night/Members' Morning. This is a two hour window for quilt members to view quilts and socialize with quilt members before the show opens to the public.

#### **Volunteer Coordinator:**

Our quilt show volunteer coordinator is responsible for helping solicit and sign up volunteers for all aspects of our quilt show from chairing a committee to physically being present during our quilt show to sell admission tickets, raffle tickets, white glove, give tours and direct patrons throughout our show. The quilt show chair/s and the volunteer coordinator can determine the number of volunteers necessary.

#### **Photography:**

QC has photographed and catalogued quilts from every show as part of our history. (I suggest taking in all quilts a day early, hanging each individually (we have two quilt racks) and photographing each quilt before they are on display to the public and upholding our no photography rule.

In conclusion our quilt show chair/s has a great job to do coordinating the success of our guild and quilt exhibit. Our show depends on each member giving their time and talent too. This is a rewarding and remarkable undertaking which I would recommend every member experience. Many hands make light work.