



## Quilters' Connection Quilt Show Drop-Off/Pick-Up

Prior to Drop Off, organize 3 sets of identification cards on 3 individually colored 3x5 cards.

- One stays in the alphabetized file box,
- one is given to the member at drop off, and
- one is safety pinned to the back of the quilt.

Also, prior to drop off, a magnetized name tag is created for each quilt and also accompanies it when quilt is given to helper in exhibit room.

Plan to arrive at Bentley at 6:45AM on drop-off day. 2 tables are set up in the hallway outside the exhibit room where we check in the quilts.

On Sunday at 3 PM, at the close of the show, we convey the quilt maker's card to the helpers inside the exhibit room for quilt pick-up.

There are 2 boxes for the 3x5 cards and a plastic box with 2 compartments for the magnetized identification holders which are too bulky to alphabetize with the 3x5s. There are 2 signs on poster board signifying A-M and N-Z which can be re-used for the next show. There are leftover 3x5 cards in various colors.