



## Quilters' Connection Quilt Spreadsheet Job Description

### Quilt Spreadsheet

The quilt show chair will work with the person inputting the information in the quilt spreadsheet.

The inputter has a set of quilt forms that is given by the quilt show chair. The person then takes the form and types in the Quilt Name, Year, Width, Height, For Sale? (Yes or No), Insurance Value, HMC (Hand, Machine, Combination) Description. The name, address etc. does not have to be entered, this is taken from the membership excel spreadsheet. Please ask this from your membership team.

Note that if the person's name is not on the membership spreadsheet, and the person has submitted a form, please communicate with your membership contact person to double check to make sure the person is a member.

**Food for thought :** Quilt show form – ask members who's quilt is valued over \$2499.00 to see if they have their own quilt insurance.

After the spreadsheet is complete, the quilt show form needs to be given back to the quilt show chair. You will need to identify which quilts are over \$2499.00. This information may need to be communicated back to the quilt show chairs and the treasurer for insurance purposes.