

BBQ QUILT SHOW JOB DESCRIPTIONS

a/o 8/28/2018

ADMISSIONS

This activity involves coordination of the volunteers who admit Quilt Show entrants. The Admissions Coordinator is usually active one or two months before the Show. The volunteers accept the admission fee, make any necessary change, distribute a door prize ticket, stamp the entrants' hand, direct people where to redeem the door prizes tickets and answer general Show questions. Demographic information may be obtained at the Admission table.

The Admission Coordinator (coordinated with the Treasurer) makes sure that sufficient money is available to make change and periodically during the two-day show gives the remainder to the Treasurer for the daily deposit. The Coordinator is in charge of the change boxes, hand stamps, inkpads, etc. The Coordinator will also keep a count of attendees and report to Chair/Treasurer as determined.

AWARD LABELS

This activity involves creation of the awards to be given to the winning quilts as well as the small individual labels to be provided to everyone who enters a quilt in the Show. The Award Labels Coordinator is active for about three to four months prior to the Show.

The Awards Labels Coordinator seeks concurrence of the Quilt Show Committee on the labels and produces the labels for everyone before take-down on Saturday evening.

RIBBONS

This position orders the ribbons in conjunction with the Judging Committee. Once the judging is complete, the Chair will oversee putting the ribbons on each quilt once they are hung at the Show. Chair will contact those sponsors who will award their own ribbon(s) and coordinate time for their viewing, etc.

AWARD SPONSORS

This position sends letters to various vendors, quilt groups or other entities as decided by the Show Committee to ask for sponsorship for the ribbons/awards in the Show. After the awards are received the Chair will provide a chart for the judging committee to fill out the winners. This chart will be used to put awards in each winners packet (either gift certificates or checks) Letters go out to sponsors of the awards after the show telling them who won each award, pictures of the winning quilts, etc.

DEMONSTRATIONS/CLASSES

This activity involves the demonstrations/classes to be given during the Quilt Show. The Demonstrations Coordinator is usually active three to four months prior to the Show.

The Demonstrations Coordinator puts demonstration times/activity on the website and in the newsletter, sends demonstrations times/activity to local Quilt Shops, has extra copies available at the information and administration table, and gives a copy of demonstration times/activity to vendors. The Coordinator may work with Vendor Coordinator to see if vendors want to do demonstrations.

DOOR PRIZES

This position contacts various vendors/shops/manufacturers for door prizes to be given out during the show. They will put notices in the newsletter for calls for prizes from members. Volunteers will take in door prize tickets from patrons, draw prize numbers as needed and display winning numbers and their prizes throughout the show. They will also manage any information/advertising sent from the merchants providing the prizes.

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ENTRIES

This activity involves coordination of quilt entries. The Entries Coordinator is active for nine months prior to the Show. The Coordinator develops, prints and distributes the rules and entry forms, coordinates the data entry of information, receives and stores quilt entries until the Show. Rules and entry forms should be provided to regional quilt shop owners, Show Vendors, and available on the website at least nine months prior to the Show.

FLOOR DISPLAY

This person organizes the floor display for the show. They will make sure that equipment is ordered if needed, borrowed when necessary and available for the hanging of quilts. They will coordinate with entry Chair to make up a floor plan for the hanging of the quilts and various other stations for the show. This position will be active about 2 months prior to the show.

QUILT HANGING

This position will coordinate with the Entries and Floor Display Chair during the hanging of the quilts. They will manage set up of all the quilts.

GIFT GARDEN

This activity provides the opportunity for the sale and purchase of items made by BBQ Members. The Gift Garden Coordinator is active about four months prior to the Show.

The Coordinator establishes, announces and distributes the forms for the Gift Garden during the January newsletter and the Guild meeting. BBQ members identify what items they want to sell, establish the price and place a price tag on each item.

The Coordinator establishes a working group to choose a theme, décor and advertising materials. The working group assists with forms: Agreement form, intent to display, inventory form. The coordinator works with the equipment chair to establish gift garden layout and needed equipment, coordinates all materials needed for decoration and displays, recruits volunteers for Friday set-up and merchandise check-in, and establish an accounting system to assure all vendors are appropriately paid.

JUDGING

This activity involves coordination of the judging of quilts. The Judging Coordinator is active for about six months prior to the show.

The Coordinator contracts with one or two persons to judge the quilts prior to the show, develops and prints the necessary judging forms. Judging information and judges' biographies may be provided on the website, in the BBQ newsletter and/or Guild meetings prior to the show. Volunteer scribes are provided to help the judge(s) document comments. The Show reimburses the judges for travel, lodging and meals per the contract.

PUBLICITY

This position will use various methods to generate publicity for the quilt show, including (but not limited to) radio, television, websites, posters.

RAFFLE QUILT TOUR COORDINATOR

This activity involves arranging for the raffle quilt to be displayed and tickets to be sold at a variety of venues. The Raffle Quilt Coordinator begins arranging for the tour as soon as the quilt is completed, approximately ten months prior to the show. The Coordinator contacts quilt shows and shops in the area to request permission to display the raffle quilt. Be sure to ask if Shows allow the sale of tickets by a committee member and if shops are willing to sell tickets themselves.

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RAFFLE QUILT CONSTRUCTION COORDINATOR

This activity involves the coordination of volunteers to help construct the following year's Raffle Quilt. Activities include selection of fabrics, construction of top, quilter, which can include a quilter for hire, binding and labeling.

SHOW PHOTOGRAPHER

This position will take photos of each of the quilts after hanging for the BBQ website. They will also take pictures of various activities during the show for display on the web.

SILENT AUCTION

This position will coordinate getting blocks/quilts for a silent auction during the quilt show. They will set up the table for the blocks/quilts during the show. They will pull bids at the end of the show and contact winners, makes arrangements for payments and disperse blocks after payment.

TREASURER

This activity involves maintaining the financial records of the Quilt Show. With input from the Chair/Vice Chair, the Treasurer helps develop the budget, receives, deposits and disburses funds, and provides budget reports periodically to the Chair and the Committee. The Treasurer will develop various forms to assist in their job (reimbursement for expenditures, income from various activities, etc.)

During the Quilt Show, the treasurer will be responsible for cash disbursement for admissions, awards and other financial related duties.

VENDORS

This position is responsible for obtaining vendors for the annual quilt show. They develop and send out vendor packets prior to the show, collect fees and coordinates with the Floor Display Chair to set up vendor booths during the show. A vendor survey will be conducted each year to collect information for the following year. The chair will make sure any equipment needed is ordered prior to the show and stored afterward.

VOLUNTEER COORDINATOR

This position makes a chart with various volunteer positions needed during the show. Approximately 2 months prior to the Show they will ask members to sign up for the positions needed. They will make name tags for each person volunteering during the show.

VENDOR AND COMMITTEE BADGES

This position creates badges for the vendors and the show committee.

VICE-CHAIR

This position takes over the duties of the Quilt Show Chair in the following year. Specific duties to be determined on an "as needed" basis to get hands on training to take over Chair responsibilities the following year.