

# Quilt Show 2023 Job Descriptions

## 6-14-22

Sierra Gold Quilter's Guild puts on a Quilt Show every other year at the Amador County Fairgrounds. This is a list of job descriptions for all the different committees that participate in putting on this show.

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- A few committees were dropped. They include White Gove, Member's Choice, Hourly Prizes and the Worker's Lunch.

Committee name updates:

- Catering (food) was combined with the “Vendor” committee.
- Brochures are now called “Signs Inside the Quilt Show”.
- Coffee is now called “Hospitality”.
- Frame set up assembly is now called “Frame Set-up and Take Down”.
- General Set-up is now called “Table and Chairs”.
- Gift Baskets are now called “Raffle Baskets”
- Name tags and Quilt Entry Cards are now called “Quilt Entry Cards”.
- Quilt Entries turn in and pick up is now called “Quilt Drop-off and Return”
- Windows is now called “Window Displays”.
- The Quilt Show budget categories will need to be renamed to match the new committee names.

### Director

- The Director is a new position. It clarifies who is in charge of the administrative duties for the Quilt Show.
- Should have a Director identified about a year before the show. The next Quilt Show is at the Amador County Fairgrounds in Plymouth on Friday October 6 and Saturday October 7, 2023. Set up for the show starts on Wednesday October and continues through Thursday October 5, 2023.
- This position oversees the whole quilt show.
- The Director is notified immediately of all emergencies.
- Co-chairs will work as a team with the Director and help coordinate on all aspects of the show.
- Coordinates with Guild Board Members.
- Makes quilt show presentations to guild members at the monthly business meeting. Start with the basics of the quilt show.
- When the website (SGQG.com) is upgraded, members can go to the website and find a list of all the job descriptions and a timeline for planning the quilt show. All the forms used by the different committees will be available to download onto their computers. This information is important for the new members so that they understand what is involved and what is expected of each committee.
- Check with the prior quilt show committee chairs to see if they want to continue being the committee chairs. Continue with sharing show planning information at the monthly meetings. Start asking for volunteers to head up committees that don't have a chairperson already.
- Hand out committee binders to the chairpersons.
- The director is the main liaison with the fair. Coordinates with Fairground contact person on dates, contract, deposit, and the rental fee, and with the Fairground Maintenance person for building issues. Check to see what the policy is for bringing in a food truck.
- Review the contract carefully. Check for fees that might have increased (compare to the previous contract). Makes sure the contract is signed and liability insurance is received by fairgrounds. Verify how many tables and chairs are provided. Have fair clean all the tables and chairs ahead of time. The cost for garbage cans was \$12 each in 2021. Minimize number of garbage cans used. Schedule a walkthrough of both buildings a week (or more?) before the show if possible.
- Picks up and returns keys to front office for Pokerville Hall and Spur Emporium.

- Have the phone numbers of maintenance people (there might be different ones each day) and the fair contact person in case of issues. The Director shares the phone numbers with the co-chairs and some committee chairs.
- Opens the buildings in the mornings and locks up the buildings in the evening after everyone is gone.
- The fair coordinates with the State Fire Marshall for an inspection of the quilt show.
- Coordinates with Sherry (main Fairground contact person) for them to set out parking signs each day and handicapped drop-off and parking signs. Make sure it is visible in the right locations.
- Coordinates all other committee chairs to assure they are working together and functioning well.
- **\*Is there a need for a “Floor Manager” position during Wednesday Set-up? Or is that covered by all the committees?\***
- Conducts quilt show planning meetings and coordinates with committee chairs on workshops. Schedule workshops for the Country Store, card making, Raffle Basket making, and other committees as needed.
- Sets up the work schedule for the 2 days of set-up and the 2 days of the quilt show. Coordinates with committee chairs.
- Makes sure all the different sign-up sheets for all the committees are set out about 2-3 months before the show. Coordinate with all the committee chairs on this. There are sign-up sheets for the 2 days of set-up (Wednesday and Thursday) and 2 days during the show (Friday and Saturday). Volunteers forget what they signed up for. Make personal sign-up sheets for everyone for the entire 4 days and everyone fills in what they signed up for (this should prevent volunteers forgetting what shifts they signed up for.)
- Request that the fair leave the picnic tables in the covered cement area next to Pokerville Hall.
- Makes sure quilt show operates within the Quilt Show budget. Coordinates with Comptroller and guild board.
- The Shenandoah Valley wineries celebrate “Big Crush” about the same time as our quilt show.
- There is always a possibility that the fairgrounds could be used for emergencies. The contract lists the procedure to cancel if necessary.
- The guild rents a storage unit (#73) in Pine Grove at the Goldmine Plaza and Storage. All the supplies used for the quilt show including frames, supplies to put the frames together, decorative panels, signs, baskets, decorative crates, spinner, vignette/ decorations, cash boxes, cement coffee can posts, some fabric, quilt show binders, raffle basket ticket containers and tickets, etc. are stored in that unit. It is locked with a combination lock. The Director should be familiar with the quilt show items stored there.
- The Director will do a follow-up of the quilt show at the following board meeting and the monthly meetings. Requests the committee chairs turn in their updated binders, committee summaries, and return all show related items to the storage unit October.

### Co-Chairs

- There should be 2 to 3 co-chairs to work under the Director. They can also be a committee chair for a committee. They each manage a different group of committees. Here is a suggested breakdown of the committees. The top half of the table are committees that have the majority of their work prior to the Quilt Show. The lower half have the majority of their work during set-up and during the quilt show.

Co-Chair 1	Co-Chair 2	Co-Chair 3
Publicity	Country Store	Raffle Baskets
Small Quilt Silent Auction	Quilt Entry (& hanging schematic)	Signs (Outside)

▪ Challenge Quilts	Quilt Entry Cards	Signs Inside the Quilt Show
▪ Vendors		
=====		
▪ Window Displays	Hanging Quilts	Transportation/Trucks
▪ Vignettes	Quilt Drop-off and Return	Frame Set-up and Take-down
▪ Husband's Corner	Hospitality	Front Door Entrance Table
▪ Comptroller/Treasurer	Opportunity Quilt	Tables and Chairs
▪	Featured Quilter(s)	

- If there are 2 Co-chairs, sort the committees into 2 groups. Balance out committees with heavy workloads prior to the show and those with the majority of their job during set-up and the show.
- Co-chairs monitor and assist the committee chairs in their group. They will have the job duties listed in this document to help guide them before and during the quilt show.
- Each Co-chair will have a list of names and phone numbers for the chairpersons in their group.
- Co-chairs can also be a chairperson for a committee.
- Co-chairs support their committees during set-up, during the show and during take-down.
- Coordinate with the committee chairs during sign-ups at the monthly business meetings.
- The Director might hand down some of their responsibilities to the Co-chairs.
- Committee chairs should contact all their volunteers ahead of time and also have one document that shows all the volunteers for each booth.
- The PA system is not very effective because the sound doesn't travel well and it can only be used in one building.

**Challenge Quilts**

- Hilde Langlet is stepping down as the chairperson after 2021.
- Picks a theme or focus fabric and organizes challenge entries. All members are encouraged to submit an entry. Displays projects in one area of the show (usually in the small building). Hangs entries on sheets in designated area.
- Document what the rules of the challenge are. Identify any size limits. Hands out entry forms same time as regular quilt entries. Coordinates with the Quilt Entry chairperson.
- Develops voting ballots for the public, determines categories (suggest 3-4 categories), and awards prizes for winners. Put quilt name on winner envelopes so people know which quilts won. Winners receive \$25 gift certificates.
- Announce theme in January 2023 in the newsletter. Puts rules for entries in newsletter. Puts article in newsletter every month. Deadline for entries is same as for regular quilt show entries. No late entries accepted.
- 2023 Budget for Challenge Quilts is \$100.

**Comptroller (which is the Guild Treasurer)**

- The Quilt Show binder for this committee has all the information for dealing with the financial process.
- Need to update the committee names in the Quilt Show budget.
- There was a recommendation that the Comptroller have a table behind a screen to safely deal with counting money. There is roughly \$10,000 collected at the show. The location should be in the Spur Emporium building, away from the majority of the visitors.
- The comptroller is the Guild Treasurer. Maintains guild and Quilt Show income and expense spreadsheets. Has a list of committees that require money (for change) and cash boxes to be used

during the show. These committees are – Front Entry table, Opportunity Quilt ticket sales, Country Store, Raffle Baskets and Small Quilt Auction.

- There are 6-7 cash boxes stored in the storage unit. These are dispersed to the committees that sell items. Each committee is issued a set amount to use as change. Issue change with the cash boxes. There are forms to document the money issued to each committee.
- Tracks all expenses and income on guild spreadsheets. Collects money throughout the show. Money collection is very busy at the end of the show. Should have the 5 committees turning in money come to one location to turn the money and deposit slips in. Have 1-2 people help count money. Makes deposit to bank.
- Forms for reimbursement and deposits should be printed on colored paper. It makes it easier to track quilt show income and expenses from regular quilt guild income and expenses. Requests that committee chairs submit reimbursement forms by the end of the quilt show.
- Writes checks for the deposit (\$400) which is due 30 working days prior to the event, the rental fee for the fair (\$3,000) due within 30 days of the event, and the State Fire Marshall Permit Fee (\$200).
- The fair will refund any balance of the deposit to the guild within 30 days after the show.
- Contacts our insurance (Glenn S. Caldwell Insurance Services, Inc) 3-4 months ahead of show for an additional Liability rider (ACORD form) for the fairgrounds. There is no additional cost for this.
- There is no budget for this committee.

### **Country Store**

- The Country Store is located in the Spur Emporium building.
- Organizes and collects donations from people, requests donations (can donate at any time) from guild members in the monthly newsletter, picks up donations when needed, stores everything and prices all items. Retiring quilters are encouraged to contact the guild if they want to donate.
- Currently there are some donations stored in the guild storage unit.
- Schedules monthly workshops for organizing and pricing all items. Volunteers helping at the workshops were given a \$5 credit to use while organizing everything. Sort and put fabric and notions into bins that are ready to be unloaded at the Country Store set-up. Empty bins are in the storage unit.
- Sort through fabric and donate unusable fabric to thrift stores.
- Sets up tables and racks in the Country Store before the show. Need a large committee of volunteers to set-up everything on the tables.
- The guild members also make 5" x 7" cards with paper pieced centers to sell in the Country Store during the show. Louise Myers heads up the card making project. It isn't a separate committee but goes along with the Country Store. **\*No budget currently but need to consider a budget (\$25-\$50) to cover cost of paper, glue, ink, and embellishments).**
- The guild allows guild members to sell their own items through the Country Store. The guild takes a 20% commission from the sale price. Commissions have a budget of \$400. The Comptroller writes checks to those that sell items.
- Comptroller will issue 2 cash boxes and change.
- Have a plan to deal with unsold fabric. Some fabric was sold at the monthly business meetings. The remainder should not be stored for the next show.
- The guild is no longer collecting magazines for the quilt show.
- This committee brings in about \$6,600.
- 2023 Budget for the Country Store is \$300.

### **Featured Quilter or a group of Featured Quilters**

- \*Who determines how the featured quilter(s) are chosen? Are there suggested rules somewhere? No binder for this committee.\*\*
- Chooses a Featured Quilter or a group of quilters as the Featured Quilter. Coordinates with Guild board to choose person or persons. Organizes layout of frames and special equipment for the display. Coordinates with committee who is determining quilt rack layout.
- Need 1-2 people to help hanging up quilts and set-up of displays.
- There is no budget for this committee.

### **Frame Set-Up and Take-Down**

- The frames and connection pieces are stored in Pine Grove at the Mallo Goldmine Storage in the guild storage unit #73.
- Alberta Mendonca and her husband were responsible for the frames in 2021. They had a great system to get them up quickly. Coordinate with them if they don't so this committee in 2023.
- Before the Quilt Show, check out if any of the frames need repair or replacement. After the 2021 quilt show, Alberta Mendonca said that 10 frames needed repairs. These frames are on top of the pile of frames in the storage unit. Need to coordinate with Alberta on a plan to repair them before 2023 show. **\*Is there a current inventory of all the different sizes of frames and extra pieces of PVC pipes?\***
- There was a recommendation in 2021 to buy several more portable quilt racks or build 5 more King sized quilt racks. **\*Is there a shortage of King sized frames?\***
- Supplies for setting-up and taking-down frames: several rubber mallets (wrapped so that they don't damage the PVC pipes), 2 large tape measures, painter's tape, shrink wrap (for wrapping the PVC pipes and metal pipes together during take down), cutting tools to trim and cut zip ties, and nails (used for top extenders).
- Purchase enough correct size zip ties for all the frames.
- Recruit volunteers (spouses, friends, family members) to assemble and disassemble frames according to the frame layout plan. Frame set-up starts around 9:00 am on Wednesday. The layout was marked on the floors with painter's tape.
- Frames are located in both buildings. Directs volunteers bring in the different size frames and place on the floor according to the layout. Lays out connector pieces for each frame. **\*\*Do not drop the plastic and metal pipes onto the cement floor**. Assemble frames in an orderly manner. This includes using ladders and tools. The layout is for the Pokerville Hall the Spur Emporium next door.
- Take-down happens at 4:00pm on Saturday. Take the quilts down first and return them to the Quilt Entry table. Take down sheets and pack in bins. Disassemble frames and wrap into bundles according to size. Packs connectors, wooden blocks and other frame pieces into bins. The Frame transportation volunteers will start loading the frames and everything else into their trucks to take back to the storage unit in Pine Grove.
- There has been a suggestion to use outside people to help set-up the frames.
- At the end of the show, remove painter's tape from the floors.
- 2023 budget for frame set-up and take-down is \$150.

### **Front Door Entrance Table**

- Check storage unit for number of wrist bands leftover from 2021 show. Order more if needed.
- There are 2 entry tables are set-up at the front door of Pokerville Hall to collect admission fees. We have charged \$7.00 in the past. There was a recommendation to raise the entrance fee to \$10 from 2021 quilt show roundup. There were approximately 400 visitors to the 2021 show.
- There will be several 8 ½ x 11" signs with information about the quilt show on the tables. Coordinate with chairperson for the Signs inside the Quilt Show on the signs.

- There was a recommendation from 2021 to provide a map of the quilt show to the visitors.
- Design and print simple paper bookmarks promoting the guild. Have 10+ blank membership forms for prospective members. Hand out to interested visitors.
- Wristbands are good for both days of the quilt show. Put wrist bands on everyone. Provide tablecloths for the 2 tables. Collect money from the visitors. There will be 2 cash boxes and change in each box.
- Volunteers working the entrance table should have name tags on.
- There are “volunteer” name tags in the storage unit for guild members to wear when they are working their shifts.
- There are 2 clickers to keep track of the total number of visitors that come to the quilt show. Ask visitors where they are from and how they found out about us. There is a form to track this information. Hand out bookmarks with the quilt guild information.
- No food or drink is allowed inside the quilt show. Only area for food is outside.
- There are several pairs of white cloth gloves in a box (where?) that need to be at the front tables for touching any quilts. Only members are allowed to use the white gloves to show the back of quilts.
- This committee brings in about \$2,000.
- 2023 budget for the Entrance Table is \$50.

### Hanging Quilts

- Coordinate with Frame set-up chairperson. Set up frames in Pokerville Hall first. Then move onto the Spur Emporium.
- There are several bins of white sheets in the storage unit. A few weeks before the show, check the condition of the sheets. Need to check for sheets that do not have ties on the sides. Need to add ties if necessary. Wash and fold sheets if needed.
- Supplies to use during set-up: paper strips, scissors, pens, step ladders, tape measurers, blue painter’s tape, nails (what size?), and twine (used to adjust height of short frames).
- \*Is there a need for someone to be a “Floor Manager during frame set-up and hanging the quilts and during take-down? There are points in time when volunteers need to be directed to help in a specific location.\*
- A schematic shows the location for each quilt. Quilts to be hung each have a number assigned to them. The quilts are located at the Quilt Entry table on the patio. Ask for the quilt number that goes to the frame that is being hung. Quilts are hung in both buildings. Start hanging quilts when the frames are one-half to two-thirds done.
- Each frame has a sheet hung that will be behind the quilt on each side of the frame. That goes up first. There are ties on the sides of the sheets to anchor the sheets to the frames. Then the quilt will be hung on another bar in front of the sheet. Four to six foot ladders work the best to get up to the top bar to hang the sheets and then the quilts.
- Set up the portable quilt frame for the Opportunity Quilt.
- Help take quilts down after 4:00 pm on Saturday. Need a crew of several people to get on the ladders and take down the quilts. Coordinate with runners for Quilt Return committee. They are returned to the Quilt Entry table on the patio.
- There is no budget for this committee.

### Hospitality - Water/Tea/Coffee

- Need to create a small binder with information for this committee.
- Chairperson goes around and offers water to workers during set-up, during the show, and has water available during take-down.

- Purchases small water bottles (and ice) for distribution to members during set up days and during the show. How many cases? Use a large ice chest or two (2) with wheels to distribute water.
- Make coffee and hot water for tea during set-up (Wednesday and Thursday) at kitchen window counter. Need coffee cups, stir sticks, tea bags, sugar, and creamer. The guild will not offer coffee or hot water during the show. The food vendor should offer coffee/tea for sale on Friday and Saturday.
- 2023 Budget for Hospitality is \$100.

### **Husband's Corner**

- The Husband's Corner is located in the grassy area between Pokerville Hall and Spur Emporium. Put 1-2 tables and several chairs out there. Provide magazines for reading.
- There is no budget for this committee.
- 2023 budget for this committee is \$100.

### **Opportunity Quilt for 2023**

- There is a table at the entrance to the Quilt Show where the Opportunity Quilt is displayed, and tickets are sold. Set-up the table and quilt after the quilt hanging and vendors have finished unloading their goods. Use the Sierra Gold Quilt Guild quilt banner to cover the table.
- Recommend 2 people per shift working at the booth. Props are put in front of the tri-pod hanging quilt rack legs to prevent people from tripping on them.
- Recommend that the Opportunity quilt booth be disassembled as soon as the show ends. This gets it out of the way of all the vendors and quilt racks.
- All the tickets sold during the year are put into a spinner and at the end of the second day of the Quilt Show, a winning ticket is drawn.
- The spinner is located in the storage unit in Pine Grove. \*Recommendation is to update the spinner (what's needs to be done to it?)\*
- There is no budget for this committee for the quilt show.

### **Publicity**

- There was a recommendation in 2021 that more than one person should work on this committee.
- The work for this committee starts the year before the Quilt Show.
- A computer with current programs is needed to email information and documents.
- The guild mails out a flyer and some bookmarks to a list of quilt guilds in Northern California. The list needs to be updated before each quilt show. Make a note of all envelopes returned.
- Advertisements are sent to various publications so that they get included in their publications. There is a timeline that has been established for all types of media in our local area and throughout California and Nevada.
- A good quality picture of the current Opportunity Quilt and the quilt particulars are used for bookmarks, posters and advertisements. Have flyers printed up. Uses bookmarks printed by Opportunity Quilt committee.
- The publicity binder has a complete list of media contacts. Closer to the show there are radio interviews and newspaper announcements to promote the event. Send a picture of the quilt. The local radio station KVGC would like to do an TV interview in September. Use Opportunity Quilt as a backdrop.
- The Shenandoah Valley wineries celebrate "Big Crush" the same weekend as our quilt show. Advertise the quilt show at the wineries.
- About 2-3 months ahead of the show flyers are distributed at designated locations in Amador and Calaveras counties. There are lists of locations that flyers are distributed to. A committee of volunteers takes the flyers to the locations to be posted by shops, wineries, stores, etc.



- 2023 budget for Publicity is \$600.

### **Quilt Drop-off and Return**

- Before the show, coordinate with chairperson handling the master list of quilt entries. Have a copy of the list. The list should be sorted by first names. Using the entry receipt form, put each person's first name, entry numbers for each quilt and total number of quilts on each form. Cut them apart. Hand these out as quilts are brought in.
- Recommended supplies to have on hand: highlighters, pens, safety pins, tablecloths (for both set-up and take-down), paper for labeling tables, scotch tape, scissors and a stapler.
- There are approximately 6 tables needed. Wipe down with disinfectant wipes ahead of time. Cover tables with plastic tablecloths (or paper) to protect the quilts. The tables have spaces marked with the entry numbers (number span like 1-20).
- Prior to the show, entrants put their assigned number on the label they have attached to the back of each quilt. Have extras to hand out during drop-off.
- The quilts are turned into the Quilt Entry table (located outside on the patio next to Pokerville Hall) on Wednesday starting at noon. **\*\*Is there a reason why we wait until noon to turn in quilts?\***
- There will be a master list with all the quilts. The entries are noted as they are dropped off. Each member will receive a pre-filled receipt for their quilt(s).
- The committee chairperson and 3 volunteers will organize the quilts as they come in.
- When the frames are ready, they will disperse the quilts by number to be hung.
- The patio area becomes a lunch area during the show.
- The show ends at 4:00 pm on Saturday. Quilts will be handed out to entrants starting at 4:30 pm.
- Recommend 7 tables, covered with plastic tablecloths, for returns. A committee of 6 volunteers is needed. 2 people at the table and 4 runners is recommended to quickly bring quilts from both buildings and sort them into stacks by first name. Discourage members from removing their quilts from the frames themselves.
- Members will need to present their receipt(s) to get their quilt(s). Will need the master list to verify person if they don't have their receipt.
- Each quilt will be marked off on the list as they are handed back out.
- There is no budget for this committee.

### **Quilt Entry Cards (Name, Picture and Quilt description card)**

- One to two months ahead of the show, take a picture (or use one on file) of each quilter.
- The committee chair incorporates the information from the quilt entries to develop a card to be displayed to the front of the quilt for the show. The card (about 5" x 7" or larger) has your name, your picture and the description of your quilt on it. The card is attached using a clothes pin.
- The cards are developed and printed by the committee chair.
- There are clothes pins with fabric butterflies on the front of them in the storage unit. Need approximately 125 clothes pins.
- The budget for this committee is \$100.

### **Quilt Entry and Hanging Schematic**

- Guild members are encouraged to submit at least one quilt.
- There was a recommendation to either purchase more portable quilt racks or build 5-6 more PVC quilt frames.

- The committee chairperson develops a spreadsheet to enter and organize all the quilts, Challenge quilts, Small Quilt Silent Auction quilts, and other projects. The frame layout is designed according to how many quilts and what size quilts have been entered. Each entry gets a number. The binder has maps from previous quilt shows.
- The layout of the frames is determined at this point. Create a map for both buildings of the layout for the quilt racks, Country Store, Small Quilt Silent Auction, Raffle Baskets, Front Entrance table, Opportunity Quilt, and vendor booths.
- Forms to enter the quilts are distributed at the business meetings 3-4 months ahead of the quilt show.
- Entrants must put the exact measurements of their quilt on the entry form. Attach a color picture of the quilt to the entry form.
- Each quilt must have a sleeve on the back. The sleeve must be large enough to put the pole through it.
- Entrants must notify the chairperson of this committee if they will not be bringing their quilt. It affects the layout of the frames. Have some small to medium sized quilts on standby to fill in spots that do not have a quilt.
- There is no budget for this committee.

### **Raffle Baskets**

- All the work for this committee happens prior to the show.
- Collects donations and baskets from everyone. Check thrift stores for baskets. Store at somebody's house. Keep a running list of donors.
- Advertise for donations in the newsletter starting in January.
- Determine different themes for the baskets. There are usually about 15-17 baskets each show. Schedule a workshop in September to put baskets together. Workshops have been held at the Pine Grove Mobile Home Estate clubhouse because some guild members live in the park. There is no cost to use the clubhouse.
- Before wrapping baskets, inventory contents. Make a tag for each basket with the list of items. Baskets are wrapped with cellophane bags – you can buy ones that are made for baskets. Make bows or other decorations to pull cellophane together at the top. Put tags on with bows.
- The tables for the baskets are located in the Spur Emporium building. There are generally 3-4 tables allotted for the baskets. Buy plastic table clothes. Bring the baskets on Thursday (Country Store set-up uses Raffle Basket tables on Wednesday.)
- In the storage unit there are 2 bins with the ticket containers, enough for up to 24 baskets. There is another bin marked for Gift/Raffle baskets that has a roll of tickets and information to sell groups of tickets.
- Ahead of time set up tickets in groups of 6 (for \$5) , 20 (for \$10), or 40 (for \$20). Details on setting up ticket bundles and listing number are in the binder.
- Comptroller will provide a cash box and change for selling tickets.
- Ahead of time make a list of all the baskets. Record the winner's names and phone numbers on a list. There might be some people who are not present at the end, so they need to be called to come pick up their basket or meet with them later.
- Suggest 3-4 people to help near the end of the second day. Everyone crowds around while the winners' tickets are pulled.
- This committee brings in about \$1,500.
- 2023 budget for Raffle Baskets is \$100.

### **Signs**

- Recommend 2 people to work on this committee. Might need additional help placing signs just before the show. Some heavy lifting may be required.
- All the signs for the quilt show are stored in the storage unit in Pine Grove.
- The committee should do an inventory of the Quilt Show signs and banners about 6 months ahead of the show. Some signs might need to be replaced or have the dates corrected. Replace the heavy sandwich board signs with lighter ones. Order new signs if needed. The “H” post signs go all over the county. May need to use a mallet to get posts into the ground.
- A list of locations and other pertinent information is in the binder for signs.
- Coordinate with Caltrans on signs along the highways and roads. Find out how far off the highways/roads that the signs need to be posted. Caltrans will remove the signs if they are not posted properly. If Caltrans removes our signs, check Caltrans yard where they store signs that are removed. Get permission from private landowners for signs on their property.
- Most of the signs need to be posted about a month before the show. Locations for posting signs are listed in the binder.
- Coordinate with fairgrounds and city of Plymouth for sign types allowed and placement. Signs at the fairgrounds are posted about 2-3 weeks ahead of the show.
- Signs were placed in El Dorado County in 2021. Recommend placing signs there again (\*Locations?). Place on Highway 49 coming into Plymouth from El Dorado County.
- The committee will need to come back to take down all the signs that were put out. Don’t try to take the signs down in the dark on Saturday.
- 2023 budget for signs is \$200.

#### **Signs Inside the Quilt Show – previously known as Brochures**

- Brochures became too expensive to print for the 2021 quilt show. Instead 8 ½ “ x 11” signs were displayed at the Front Entrance table and around the show. The signs used for the 2021 show are stored in a box in the storage unit.
- Susan Farrington created 7 different signs as Word documents. Can use these as templates for the 2023 show.
- Get updates for the signs from different committees. Check with the Director, Quilt Show Co-chairs, Country Store, Challenge Quilts, Featured Quilter(s), Husband’s Corner, Raffle Baskets, Small Quilt Silent Auction, Window Displays, and Vendors. Thank You’s for donations, “In Memory Of” quilter, Christmas Gifts, and other categories are sources for information. Posts no food or drinks allowed signs in front and around the show
- Develop a map of the show to handout to visitors at the Front Entrance table. Include the following locations – the outside Window Displays, Vendors, food, tables for eating, Small Quilt Silent Auction, Country Store, Raffle Baskets, Husband’s Corner, Featured Quilter(s), and bathrooms. Coordinate with the Front Entrance committee chair.
- The binder for the Signs Inside the show has sample information used to develop the posters.
- Use different colors of cardstock for printing information on. Be creative on design for the signs. Use fonts that make the signs visible from a distance. Put in plastic page protectors if needed. Bring supplies to hang the signs (tape, push pins, scissors, etc.).
- Other suggestion is to have larger signs made and printed at someplace like Staples.
- Idea – make 8 foot long 12 “ wide cloth banners to hang posters on. Attach to wall with Command Hooks. Not sure how to attach posters to banner (Velcro?). Place near doors to direct people around the show.
- Emphasize/Advertise the Window displays on the outside of the building. Suggest 2 lightweight sandwich boards (one for each side) with directions to the windows. Make larger signs for these

sandwich boards. Place them at the corners in the front. Coordinate with the Window Display chairperson.

- 2023 budget for Signs Inside the Quilt Show is \$275.

### **Small Quilt Silent Auction**

- Before the 2023 Quilt Show need to purchase white sheets for hanging the small quilts on. Buy 6 Queen sized sheets (at least 84" x 96") and 2 Double sized sheets (at least 72" x 96"). These will replace the black sheets.
- Quilts entered into the Small Quilt Silent Auction are less than 100 inches around for all four sides. Mini quilts are less than 24 inches around. Have members put their name and date on the back of the quilts. Put a sleeve on the back if so desired.
- The donated quilts are collected on a continuous basis at the monthly guild business meetings. Deadline to receive quilts is at the September business meeting. The committee chair stores the quilts at their home.
- Members need to fill out a form for each entry. Turn into the chairperson by the entry deadline.
- The committee would like to have at least 50? or more small quilts to auction at the show. Put in monthly newsletter. Suggest types/themes for quilts that sell the best (\*what themes are these?\*). Make signs that suggest that small quilts make good Christmas gifts. Coordinate with chair of Signs Inside the Quilt Show on signs.
- Suggest at least 3 volunteers to help set-up on Wednesday/Thursday and at least 3 people to take down quilts so they can be distributed to the winners.
- The quilts are numbered and hung on Wednesday afternoon after the frames are set-up. Suggest taking pictures of all the quilts when finished hanging them.
- Recommend pinning mini/tiny quilts to sheets before hanging on frames.
- This committee is located in the Spur building. There are 2-3 tables in front of the quilts for filling out the bid cards. Use quilt(s) to cover front tables.
- Sandy Askin has a system to match winning bid numbers with the quilts purchased. Details on the process for the Small Quilt Silent Auction are located in the binder.
- Bids close at xxxx on Saturday afternoon.
- This committee brings in about \$1,800.
- 2023 budget for Small Quilt Silent Auction is \$50.

### **Tables and Chairs - used to be called General Set-up – Room set-up/take-down in both buildings**

- Check the conditions in both buildings (Pokerville Hall and Spur Emporium) before set-up begins. Sweep floors and clean out the cobwebs if necessary. Check bathrooms and kitchen. Suggest 2 volunteers to help with this for Wednesday morning. Bring supplies (disinfectant wipes, paper towels, brooms, Webster, dust pans, etc.) to facilitate light clean-up in case facilities are not clean. Bring painter's tape for floor layout.
- Sets out the number and layout of tables and chairs for everything. Use the white folding chairs – they are move comfortable.
- Coordinates with different committees on their layout needs.
- Coordinates with Window Displays chairperson so that everyone who is setting up a window has access to the windows early on Wednesday morning. Have the layout plan and measures areas on the floor (with painter's tape) for the vendors booths, frame locations, and the areas for the Small Quilt Auction, Challenge Quilts, Country Store, Raffle Baskets, Opportunity Quilt, Featured Quilter(s) and Entrance Table.
- \*Does this committee put the painter's tape on the floor according to the layout?\*

- There is no budget for this committee.

### Transportation of Frames with Trucks

- Organizes volunteers to load up the frames/racks, lattice, cement holders and bins with sheets, connectors, baskets, display boxes etc. from Pine Grove on Tuesday evening. Need strong people who can handle moving the awkward sets of frames and other supplies. Store in a safe location overnight.
- Wednesday morning, drive to the fairgrounds in Plymouth. Everything needs to be at the fairgrounds between 8:00 and 9:00 am. Unload everything onto the area between Pokerville Hall and the Spur Emporium.
- Also need to have volunteers to load frames and everything else into trucks to take back to the storage unit after the quilt show ends on Saturday late afternoon.
- There is no budget for this committee.

### Vendors

- Recommendation from 2021 – several months before the show, when the vendors are signed up, have the guild buy \$20 gift certificates from each vendor. These gift certificates would be used in the monthly Raffle Basket drawings leading up to the quilt show. Good way to promote the vendors ahead of time.
- Check footage along the back wall of the Pokerville Hall building. Update layout if needed.
- Recommend vendors that sell quilting related items.
- Update cover letters and contracts for 2023.
- Start contacting prospective vendors up to a year before the Quilt Show. Send a cover letter and an application to prospective vendors. Develop a separate cover letter and contract for the food vendor (they can use the kitchen and don't need a booth). Can do this as an email or hard copy in the mail. The binder has lists of prospective vendors.
- Recruits a catering (food) vendor for the show. **Is there a fee for the caterer?** Make arrangements for the vendor to provide food and coffee/tea for lunches for people to buy. There were approximately 400 visitors at the 2021 quilt show. Can operate in the kitchen in the small building or use food trucks.
- Coordinate with Quilt Entry chair on number of vendors that have signed up. The Quilt Entry chair will incorporate the vendor booths into the layout in Pokerville Hall.
- Vendor booths will be in Pokerville Hall. We keep them separate from the Country Store which is located in the Emporium Spur building next door.
- There is no maximum number of vendors – there is room for 8 or more booths. Balance out how many half, single and double booths will be needed.
- One booth is approximately 15 feet wide, 8 feet deep, and 120 square feet. All booths will be against a wall and include access to an electrical outlet. A half booth gets one 8 foot long table, one booth gets 2 tables, and a double booth gets 3 or more tables. Assign 2-3 chairs per booth.
- The cost for a half booth is \$37.50, a single booth is \$75, and a double is \$150.
- They must send a check with their contract to the Vendor chairperson by middle of July. Booths will be assigned on a first paid basis. The checks are turned into the Comptroller when received.
- In September email or send a reminder letter to each vendor reminding them of the dates for the show and set-up times.
- **Does the vendor chairperson layout the booths with painter's tape? Or does the table and chairs committee do that?**
- During set-up, place a sign on the wall indicating each vendor's booth location.
- Coordinate with vendors on arrival time. Set-up on Thursday starting at noon (or earlier?) and be done setting up by 5:00 pm. Take-down on Saturday goes from 4:00 pm to 6:00 pm. This will be in their contracts.

- Monitor vendors during set-up, during the show, and for take-down. Let vendors know where to park during set-up and take-down. Vendors are not allowed to park on the grass or the covered area next to Pokerville Hall.
- Katherine Allen (Quilts by Kat) has already agreed to be a vendor for 2023. She wants a double booth. As of 6/8/2022. The Material Girlfriends have also agreed to be a vendor.
- 2023 budget for vendors is for refunds to vendors only is \$150. There is no budget for supplies for vendors.
- This committee brings in about \$375 from booth rental fees.

### **Viewer's Choice (Optional)**

- This could be a one person committee. Make up ballots with different categories like "Favorite Quilt", "Most Colorful Quilt", etc. Print and either hand out to members (for Members Choice) or open voting for the visitors. Have a place for people to put their ballots. After the show, count the votes in each category and determine 1<sup>st</sup> place for the category. Limit the number of categories (like 5 categories and then purchase 5 gifts). For Member's Choice, purchase gift cards or some other token and present at the guild meeting after the quilt show.
- 2023 budget for this committee is \$100.

### **Vignettes (theme displays in front of the quilts)**

- The chairperson coordinates with the person handling the master list for the quilts. The quilt entry form asks if there will be a vignette planned for the quilt and requests a picture of the quilt. The Vignettes chairperson needs a copy of the quilt entry master list and the pictures to determine where vignettes are needed and what theme to plan for.
- The binder for Vignettes has information for organizing, collecting and setting up items.
- Provide information on Vignettes in the monthly newsletter.
- The guild has vignette items stored in the storage unit for the quilt show that can be used to fill in empty spots. Vignette items stored in the guild storage unit can be picked up on Tuesday afternoon when it is open. The chairperson can also bring some of their own items to fill in some of the spots.
- Have the owners put their name and quilt entry number on each item they bring so that they aren't confused with guild items.
- Designate a space outside the building for people to bring their vignettes that is out of the way during set up. During take-down, place their vignettes in the same area for them to pick up. Encourage members to pick up vignettes as soon as the show is over.
- Vignettes need to be a minimum of 18" tall so that visitors don't run into them. They are used to enhance the theme of your quilt. They are placed on the floor in front of and between the hung quilts.
- The vignettes are set up after most of the quilts have been hung on Thursday morning. Vignette committee volunteers (2-3 people) should help place the items during set-up and remove them during take-down.
- There is no budget for this committee.

### **Window Displays**

- At Pokerville Hall there are 22 display windows around the outside of the building. Anyone can put together a display in a window.
- The window displays are a wonderful part of the show. Advertise the window displays in the monthly newsletter several months prior to the show.
- There will be signs directing visitors to see the windows. Place them at the corners in the front. Coordinate with chairperson for the Signs Inside the Show committee.

- The chairperson requests, at the monthly meetings, members to reserve a window. Keep a running list of members and their email addresses. Members who sign up early get first choice on window location.
- Send an email reminder to members, in early September, who are signed up. Attach a list of window assignments and information about the windows. Have everyone post a sign in the window identifying themselves or their group.
- The front 2 windows are used for our Community Service projects. There are 20 windows for the members to use. There is a schematic of the window layout in the binder. Each window measures 93.5 inches wide, 81.25" tall and 25 inches deep. The door on the back (inside Pokerville Hall) is 21" wide (it's a bit of a challenge to get in and out of the door). The door is 24 inches from the floor. Need a step ladder to access the inside of the window.
- Chairperson posts a sign with the window number on each door.
- On Wednesday, on the first day of set-up and starting around 8:00 am, everyone starts putting up their window displays.
- Bring a broom to sweep out dirt and remove cobwebs. Bring window cleaner, paper towels, , tape measurer, push pins, small nails, hammer, string or a staple gun to clean and set-up you display.
- The chairperson makes sure that everyone is pretty much done by noon. The quilt frames will be going up at the same time. Around noon all the tables for the vendors, entry tables, etc. and taping the floors for the booths will start.
- At the end of the show at 4:00 pm, the vendors will start breaking down their booths. Members need to wait to get into their windows until the vendors are out of the way.
- There is no budget for this committee.

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