

Front Door

1. Design and arrange for the printing of Quilt Show Admission Tickets.
2. Coordinate the advance selling of Quilt Show Admission Tickets.
3. Coordinate the purchase and selling of the Quilt Show fundraiser item at Guild meetings and during the Show. Continue to sell past Show items (i.e. quilt show pins and tote bags).
4. Coordinate the production and selling of the Quilt Show CD.
5. Provide a floor plan, signage and equipment requirements list to the Facilities Portfolio Leader.
6. Arrange for the printing, distribution and collection of the Viewer's Choice Ballots during the Quilt Show.
7. Provide a list of volunteer duties to the Chair for coordination of Volunteer Duties Information sheet.
8. Finalize volunteer schedule for the Front Door, within the final weeks before the show.
9. Arrange for a cash float from the Treasurer to be used during the Quilt Show.
10. Coordinate the collection of admission money and coordinate periodic turnover of monies to the Treasurer during the Show.
11. Distribute Quilt Show Catalogues, Viewer's Choice Ballots and plastic gloves to each visitor to the Quilt Show. Distribute the YHQG Brochure to interested visitors and maintain a Guild membership waitlist.
12. Keep a daily attendance tally at the front door throughout the Quilt Show.
13. Greet and welcome incoming bus groups. Arrange for admission ticket purchases. Advise the Café and Merchant's Mall Portfolio Leaders upon the bus group's arrival.
14. Keep attendance of volunteer shifts.