

## **Hostesses**

1. Provide a list of volunteer duties to the Chair for coordination of Volunteer Duties Information sheet.
2. Finalize volunteer schedule for Hostesses and Lead Hostesses for the Quilt Show within the final weeks before the show.
3. Assign shifts for Lead Hostesses to coordinate.
4. Ensure inventory and stock of white gloves and scarves for hostesses. Purchase if required.
5. Arrange Orientation Meeting for Hostesses (on the evening of Quilt Show set-up) to familiarize them with the Show.
6. Develop a rotation system of areas to be supervised by the Hostesses at the Quilt Show.
7. Meet volunteers at the beginning of each shift (arrange with Lead Hostesses).
8. Provide Hostesses with a Show catalogue, white gloves and scarves. Each hostess is responsible for wearing her Guild nametag.
9. Confirm with each volunteer that during the Show hours, hostesses are part of the security team.
10. Plan a fire exit and a first aid emergency plan with all Hostesses.
11. Keep attendance of volunteer shifts.