

Members' Show

1. Form a sub committee or recruit an Assistant to help with the portfolio workload.
2. Prepare and distribute Quilt Show Guidelines (Rules for Entry, Entry Form and Checklist) to the membership well in advance of the Show. Establish a deadline date for Entry Forms. Include all of the above information on the Guild web site.
3. Establish a protocol to follow for quilt substitutions when members are unable to submit their entry for the Quilt Show.
4. Contact new Guild members in June of the year of the Quilt Show regarding their participation in the Show. Extend their application deadline date.
5. Crosscheck Quilt Show entries with the updated membership list to ensure the quilter is a current member of the Guild.
6. Hang the Quilt Show on "paper" using the photos submitted with entry forms to coordinate size, colour and quilt type. Coordinate this with the racks and drapery order.
7. Arrange rental of racks and drapery for display of quilts, as well as for the members' boutique, café and silent auction. Confirm delivery and pick up with Facilities Portfolio Leader.
8. Provide a floor plan, and signage and equipment requirements list to the Facilities Portfolio Leader.
9. Coordinate the display of the Guild's Quilt Challenge Winners in the Café area.
10. Provide a complete listing of quilts in the Show based on entry form information to the Catalogue Portfolio Leader. Provide a list of quilts for sale and prices to the Members' Boutique.
11. Prepare and print the quilt labels to be attached to each quilt.
12. Design and arrange for the printing of Quilt Show fabric labels to be given to members for the quilts entered in the Show.
13. Coordinate the Viewer's Choice Award with Front Door Portfolio. Order rosette from CQA. Tally the ballots to declare a winner. Front Door Portfolio will arrange for the printing, distribution and collection of the ballots during the Quilt Show.

Members Show continued

14. Provide a list of volunteer duties to the Chair for coordination of Volunteer Duties Information sheet.
15. Finalize volunteer schedules to receive quilts, hang and dismantle the Quilt Show, and to assist with the pick up of quilts, within the final weeks before the Show.
16. Arrange for the purchase or availability of hanging supplies and equipment required for each team to hang their area of the Quilt Show (i.e. wire, pins, foot stools, ladders, etc).
17. Organize the drop-off/ pick-up procedures for the quilts. Issue receipts for each quilt at the time of drop off. Ensure quilts are returned to the authorized person after the Show, as arranged by the owner. Distribute quilt show fabric labels to each member per entry.
18. Coordinate the overall hanging of the Quilt Show. Ensure all quilts have proper lighting.
19. Coordinate the timing of photographing quilts for the Quilt Show CD on set up day with Front Door Portfolio.
20. At the completion of the hanging, do a walk-about with the Quilt Show Co-Chairs and the Guild President.
21. Keep attendance of volunteer shifts.