

# Co-chair # 1

## Committees:

- Publicity
- Small Quilt Silent Auction
- Challenge Quilts
- Vendors
- Window Displays
- Vignettes
- Husband's Corner
- Comptroller/Treasurer

## 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.

### 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.

### 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.

### 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.

### 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. 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.

### **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.