

Co-Chair # 2

Committees:

- Country Store
- Quilt Entry (& hanging schematic)
- Quilt Entry Cards
- Hanging Quilts
- Quilt Drop-off and Return
- Hospitality
- Opportunity Quilt
- Featured Quilter(s)

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.

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.

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.

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 pervious 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.