

# Co-Chair # 3

## Committees:

- Raffle Baskets
- Signs (Outside)
- Signs Inside the Quilt Show
- Transportation/Trucks
- Frame Set-up and Take-down
- Front Door Entrance Table
- Tables and Chairs

## Frame Set-Up and Take-Down

- The frames and connection pieces are stored in Pine Grove at the Mallo Goldmine Storage in the guild storage unit #73.
- Alberta Mendonca and her husband were responsible for the frames in 2021. They had a great system to get them up quickly. Coordinate with them if they don't so this committee in 2023.
- Before the Quilt Show, check out if any of the frames need repair or replacement. After the 2021 quilt show, Alberta Mendonca said that 10 frames needed repairs. These frames are on top of the pile of frames in the storage unit. Need to coordinate with Alberta on a plan to repair them before 2023 show. **\*Is there a current inventory of all the different sizes of frames and extra pieces of PVC pipes?\***
- There was a recommendation in 2021 to buy several more portable quilt racks or build 5 more King sized quilt racks. **\*Is there a shortage of King sized frames?\***
- Supplies for setting-up and taking-down frames: several rubber mallets (wrapped so that they don't damage the PVC pipes), 2 large tape measures, painter's tape, shrink wrap (for wrapping the PVC pipes and metal pipes together during take down), cutting tools to trim and cut zip ties, and nails (used for top extenders).
- Purchase enough correct size zip ties for all the frames.
- Recruit volunteers (spouses, friends, family members) to assemble and disassemble frames according to the frame layout plan. Frame set-up starts around 9:00 am on Wednesday. The layout was marked on the floors with painter's tape.
- Frames are located in both buildings. Directs volunteers bring in the different size frames and place on the floor according to the layout. Lays out connector pieces for each frame. **\*\*Do not drop the plastic and metal pipes onto the cement floor**. Assemble frames in an orderly manner. This includes using ladders and tools. The layout is for the Pokerville Hall the Spur Emporium next door.
- Take-down happens at 4:00pm on Saturday. Take the quilts down first and return them to the Quilt Entry table. Take down sheets and pack in bins. Disassemble frames and wrap into bundles according to size. Packs connectors, wooden blocks and other frame pieces into bins. The Frame transportation volunteers will start loading the frames and everything else into their trucks to take back to the storage unit in Pine Grove.
- There has been a suggestion to use outside people to help set-up the frames.
- At the end of the show, remove painter's tape from the floors.
- 2023 budget for frame set-up and take-down is \$150.

### **Front Door Entrance Table**

- Check storage unit for number of wrist bands leftover from 2021 show. Order more if needed.
- There are 2 entry tables set-up at the front door of Pokerville Hall to collect admission fees. We have charged \$7.00 in the past. There was a recommendation to raise the entrance fee to \$10 from 2021 quilt show roundup. There were approximately 400 visitors to the 2021 show.
- There will be several 8 ½ x 11" signs with information about the quilt show on the tables. Coordinate with chairperson for the Signs inside the Quilt Show on the signs.
- There was a recommendation from 2021 to provide a map of the quilt show to the visitors.
- Design and print simple paper bookmarks promoting the guild. Have 10+ blank membership forms for prospective members. Hand out to interested visitors.
- Wristbands are good for both days of the quilt show. Put wrist bands on everyone. Provide tablecloths for the 2 tables. Collect money from the visitors. There will be 2 cash boxes and change in each box.
- Volunteers working the entrance table should have name tags on.
- There are "volunteer" name tags in the storage unit for guild members to wear when they are working their shifts.
- There are 2 clickers to keep track of the total number of visitors that come to the quilt show. Ask visitors where they are from and how they found out about us. There is a form to track this information. Hand out bookmarks with the quilt guild information.
- No food or drink is allowed inside the quilt show. Only area for food is outside.
- There are several pairs of white cloth gloves in a box (where?) that need to be at the front tables for touching any quilts. Only members are allowed to use the white gloves to show the back of quilts.
- This committee brings in about \$2,000.
- 2023 budget for the Entrance Table is \$50.

### **Raffle Baskets**

- All the work for this committee happens prior to the show.
- Collects donations and baskets from everyone. Check thrift stores for baskets. Store at somebody's house. Keep a running list of donors.
- Advertise for donations in the newsletter starting in January.
- Determine different themes for the baskets. There are usually about 15-17 baskets each show. Schedule a workshop in September to put baskets together. Workshops have been held at the Pine Grove Mobile Home Estate clubhouse because some guild members live in the park. There is no cost to use the clubhouse.
- Before wrapping baskets, inventory contents. Make a tag for each basket with the list of items. Baskets are wrapped with cellophane bags – you can buy ones that are made for baskets. Make bows or other decorations to pull cellophane together at the top. Put tags on with bows.
- The tables for the baskets are located in the Spur Emporium building. There are generally 3-4 tables allotted for the baskets. Buy plastic table clothes. Bring the baskets on Thursday (Country Store set-up uses Raffle Basket tables on Wednesday.)

- In the storage unit there are 2 bins with the ticket containers, enough for up to 24 baskets. There is another bin marked for Gift/Raffle baskets that has a roll of tickets and information to sell groups of tickets.
- Ahead of time set up tickets in groups of 6 (for \$5) , 20 (for \$10),or 40 (for \$20). Details on setting up ticket bundles and listing number are in the binder.
- Comptroller will provide a cash box and change for selling tickets.
- Ahead of time make a list of all the baskets. Record the winner's names and phone numbers on a list. There might be some people who are not present at the end, so they need to be called to come pick up their basket or meet with them later.
- Suggest 3-4 people to help near the end of the second day. Everyone crowds around while the winners' tickets are pulled.
- This committee brings in about \$1,500.
- 2023 budget for Raffle Baskets is \$100.

### Signs

- Recommend 2 people to work on this committee. Might need additional help placing signs just before the show. Some heavy lifting may be required.
- All the signs for the quilt show are stored in the storage unit in Pine Grove.
- The committee should do an inventory of the Quilt Show signs and banners about 6 months ahead of the show. Some signs might need to be replaced or have the dates corrected. Replace the heavy sandwich board signs with lighter ones. Order new signs if needed. The "H" post signs go all over the county. May need to use a mallet to get posts into the ground.
- A list of locations and other pertinent information is in the binder for signs.
- Coordinate with Caltrans on signs along the highways and roads. Find out how far off the highways/roads that the signs need to be posted. Caltrans will remove the signs if they are not posted properly. If Caltrans removes our signs, check Caltrans yard where they store signs that are removed. Get permission from private landowners for signs on their property.
- Most of the signs need to be posted about a month before the show. Locations for posting signs are listed in the binder.
- Coordinate with fairgrounds and city of Plymouth for sign types allowed and placement. Signs at the fairgrounds are posted about 2-3 weeks ahead of the show.
- Signs were placed in El Dorado County in 2021. Recommend placing signs there again (\*Locations?). Place on Highway 49 coming into Plymouth from El Dorado County.
- The committee will need to come back to take down all the signs that were put out. Don't try to take the signs down in the dark on Saturday.
- 2023 budget for signs is \$200.

### Signs Inside the Quilt Show – previously known as Brochures

- Brochures became too expensive to print for the 2021 quilt show. Instead 8 ½ " x 11" signs were displayed at the Front Entrance table and around the show. The signs used for the 2021 show are stored in a box in the storage unit.
- Susan Farrington created 7 different signs as Word documents. Can use these as templates for the 2023 show.

- Get updates for the signs from different committees. Check with the Director, Quilt Show Co-chairs, Country Store, Challenge Quilts, Featured Quilter(s), Husband's Corner, Raffle Baskets, Small Quilt Silent Auction, Window Displays, and Vendors. Thank You's for donations, "In Memory Of" quilter, Christmas Gifts, and other categories are sources for information. Posts no food or drinks allowed signs in front and around the show
- Develop a map of the show to handout to visitors at the Front Entrance table. Include the following locations – the outside Window Displays, Vendors, food, tables for eating, Small Quilt Silent Auction, Country Store, Raffle Baskets, Husband's Corner, Featured Quilter(s), and bathrooms. Coordinate with the Front Entrance committee chair.
- The binder for the Signs Inside the show has sample information used to develop the posters.
- Use different colors of cardstock for printing information on. Be creative on design for the signs. Use fonts that make the signs visible from a distance. Put in plastic page protectors if needed. Bring supplies to hang the signs (tape, push pins, scissors, etc.).
- Other suggestion is to have larger signs made and printed at someplace like Staples.
- Idea – make 8 foot long 12 " wide cloth banners to hang posters on. Attach to wall with Command Hooks. Not sure how to attach posters to banner (Velcro?). Place near doors to direct people around the show.
- Emphasize/Advertise the Window displays on the outside of the building. Suggest 2 lightweight sandwich boards (one for each side) with directions to the windows. Make larger signs for these sandwich boards. Place them at the corners in the front. Coordinate with the Window Display chairperson.
- 2023 budget for Signs Inside the Quilt Show is \$275.

#### **Tables and Chairs - used to be called General Set-up – Room set-up/take-down in both buildings**

- Check the conditions in both buildings (Pokerville Hall and Spur Emporium) before set-up begins. Sweep floors and clean out the cobwebs if necessary. Check bathrooms and kitchen. Suggest 2 volunteers to help with this for Wednesday morning. Bring supplies (disinfectant wipes, paper towels, brooms, Webster, dust pans, etc.) to facilitate light clean-up in case facilities are not clean. Bring painter's tape for floor layout.
- Sets out the number and layout of tables and chairs for everything. Use the white folding chairs – they are move comfortable.
- Coordinates with different committees on their layout needs.
- Coordinates with Window Displays chairperson so that everyone who is setting up a window has access to the windows early on Wednesday morning. Have the layout plan and measures areas on the floor (with painter's tape) for the vendors booths, frame locations, and the areas for the Small Quilt Auction, Challenge Quilts, Country Store, Raffle Baskets, Opportunity Quilt, Featured Quilter(s) and Entrance Table.
- \*Does this committee put the painter's tape on the floor according to the layout?\*
- There is no budget for this committee.

### **Transportation of Frames with Trucks**

- Organizes volunteers to load up the frames/racks, lattice, cement holders and bins with sheets, connectors, baskets, display boxes etc. from Pine Grove on Tuesday evening. Need strong people who can handle moving the awkward sets of frames and other supplies. Store in a safe location overnight.
- Wednesday morning, drive to the fairgrounds in Plymouth. Everything needs to be at the fairgrounds between 8:00 and 9:00 am. Unload everything onto the area between Pokerville Hall and the Spur Emporium.
- Also need to have volunteers to load frames and everything else into trucks to take back to the storage unit after the quilt show ends on Saturday late afternoon.
- There is no budget for this committee.