

QuiltFest Committee Chair Duties and Tasks

This is a consolidated time line of the responsibilities & task that need to be completed for the show. A more descriptive breakdown can be obtained from previous quilt show chairs.

18 Months prior to show:

- Start attending board meetings.
- Contact Chrin Center to confirm dates and time of the show. Negotiate the fees for the use of the center. Sign contract with the Chrin Center and pay the deposit.
- Get the guild involved. Committee chairs needed in the beginning of the planning are the advertising, art work, raffle quilt & charity. Treasurer should be involved as well.
- Start the research for a local charity for the show. Run choices by the board; get their suggestions on which charities to present to the guild.
- Start search of quilt show speaker

15 Months Prior to show:

- Finalize the rest of the committee chairs.
- Present the charities choices to the guild membership in April. Vote in May.
- Start advertising.
- Sign contract with quilt show speaker.
- Communicate to the guild members via meetings and newsletter.

13 to 14 Months Prior to show

- Vendor invite letters must go out.
- Finalize advertising & art work.

12 Months Prior to show:

- Contact Action Rentals to reserve the poles and tables.
- Small Gaming License is required. License number is needed for raffle ticket printing. Do not apply prior to May 15, 2019.
- Print raffle tickets.
- Start advertising. Flyers should be placed at area quilts shows and shops.

(August, September & October: Have a meeting with all committee heads to continue with show planning. Run through committee responsibilities. Keep in contact with committee heads to make sure they are on task with their responsibilities.

January to May:

- Start monthly meetings again in January 2020 to tighten planning details. Run meetings monthly until show.
- March guild meeting start sign-up sheets for set-up and show coverage. Follow up with the Chrin Center as needed.

During & after the show:

- Be there as much as possible to see that the show is running smoothly from Friday setup to Sunday take down.
- Count view choice ballots and contact winner.
- Present to the board members the final numbers for the show intake and expenses. Get approval for the amount donated to the charity. Present the same to the entire guild at the June meeting.

September after the show:

- Present check to the charity at the September guild meeting.