

## **LOGO QUILT**

This position/committee would oversee the making of a quilt representing the showcase logo and would continue to oversee the display of the logo quilt at all possible functions having to do with CPQG. They would work with other committees that might need the quilt for publicity purposes and would recommend to the Quilt Show Chairpersons a possible use for the quilt after the show dates have passed. This person/committee would then pursue the plan for dispensation of the quilt. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **MEMORABILIA**

This position would be responsible for researching such show memorabilia as pins, t-shirts, lanyards, etc. for price, salability, and practicality. Knowledge of computer usage is invaluable for this job in order to surf the internet for the least expensive prices. The position/committee would then make their recommendations to the Showcase Chairs. The sale of these items would be advertised by this committee and actual sales would be overseen by the committee both prior to the Showcase and at the Showcase. It is possible that this committee would want to combine efforts with another committee for sales and the show. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **RIBBONS/AWARDS - Sharon Blifford**

This position/committee would be responsible for developing a design for the Showcase ribbons/awards for all areas. This would include sponsor ribbons, award ribbons for quilt excellence, specialty ribbons as recommended by the Quilt Show Chairpersons/CPQG Board. The design should be in accordance with the theme of the show. After a design has been approved the committee would be responsible for making these ribbons. All awards should be complete no later than August 1, 2010. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **BOUTIQUE – Carol Bell**

This position/committee would be responsible for organizing any CPQG item sale at the Showcase. Space requirements need to be specified by this group to the Quilt Showcase Chairpersons no later than March 1, 2010. All items will be inventoried, priced and displayed by this committee. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **DONATION QUILT**

The donation quilt will be displayed from open to close of the Showcase. Provisions for ticket sales and final drawing will be made by this position/committee. This position/committee should work closely with the Board Committee head handling the Donation Quilt. Any consideration for awards for most tickets sold etc. will be contemplated by this committee and a recommendation sent to the Quilt show chairperson as early in the process as possible. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **DOOR PRIZES**

Door prizes shall be awarded intermittently during the Showcase. The collection of these prizes as well as the method of award shall be determined by this position/committee. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **DOOR GIFTS – Mary Lou Cooper and Carol DeGruy**

This position/committee shall be responsible for making the decision of whether or not to have a gift for attendees. This gift will be made or purchased by this committee after approval of the Quilt Chairpersons. The method of dispersion of these gifts will be determined by this position/committee. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **SHOWCASE PUBLICITY**

All forms of publicity for any part of the Showcase shall be overseen by this position/committee. This position shall pursue opportunities for publicity through local and state media, newspapers, internet opportunities, All publicity releases should be previewed by a Quilt Show Chairs. This publicity position needs to begin immediately bringing the attention of the community to the Guild in whatever way possible – building up to a recognized brand that will attract both quilters and non-quilters to the Showcase. The position/committee will work closely with the committee handling flyers, bookmarks, posters, etc.

## **FLYERS, BOOKMARKS, POSTERS, ETC.**

This Position/Committee will develop and disperse these specialty items to any possible location and should be responsible for making sure that these items are kept stocked at the locations. Locations should not be restricted to quilt related facilities. The design and purchase of these items should be approved by the Quilt Show Chairpersons.

## **HISTORIAN/CD**

This position/committee would be responsible for following the organization of the Showcase through the actual event, including tear down and clean-up. Photos particularly pertinent to any part of the Showcase should be collected, along with any memorabilia that is produced concerning the Showcase. A photographer should be available at all times during the set-up, the Showcase, and tear down in order to provide the Board Historian with a story of the show. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **QUILT PHOTOS/CD – Nancie Roach**

This committee/position would be responsible for the photography of the quilts entered into the show. They will be working with a photographer during the judging process, currently scheduled for Tuesday, September 7<sup>th</sup> and Wednesday September 8<sup>th</sup> of 2010. This would require a group of volunteers that would carefully handle and hang each quilt as it is photographed as well as an assistant to the photographer that would help in correctly identifying each quilt. A CD will be compiled of all quilts entered into the show and may be combined with some of the general shots provided by the Historian/CD committee. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **MIINIATURE/SMALL QUILT SILENT AUCTION – Carol Kettlewell**

A silent auction will be held during the Showcase. This position/committee shall determine the size and theme requirements and be responsible for advertising this opportunity to the CPQG membership. Quilts should be collected by the July CPQG meeting. Any competition of these quilts shall be complete by the August CPQG meeting. The position/committee will be responsible for acquiring judges for this event, providing aid to the judges, developing a critique sheet, and acquiring prizes for the winning quilts. These quilts will then be donated to the showcase for display and silent auction during the event. Rules for such auction and delivery shall be determined by this committee. Hanging and overseeing of these quilts will be the responsibility of this committee. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **OTHER GUILD COORDINATOR(s)**

One or more guild coordinators shall be named for the sole purpose of contacting other guilds that might want to either display their donation quilt at the Showcase and/or participate in a planned bus excursion to our event. Consideration should be made to possibly provide (at basic cost) a bus that would make multi-guild pick-ups, travel to the show, and then possibly include dinner/show etc. Several options could be offered to other guilds.

## **QUILT CHECK IN**

Careful plans for checking in quilts entered into the Showcase are of utmost importance. Plans, at this moment, are to accept quilts at the church on Monday, September 6<sup>th</sup>. Consideration should be made about the necessity for other locations and or dates. Research needs to be made regarding quilts that may be mailed, dates they need to arrive, and possible return mailing charges. Requirements for packaging and labeling of arriving quilts need to be verified with the Quilt Show Chairpersons. Remember, we are accepting quilts for outside entities (other than CPQG members) and therefore must make appropriate arrangements. This position requires immediate attention so that information may be disseminated along with the entry blank. Work on this committee would then resume when the quilts start arriving. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **QUILT HANGING/ORGANIZATION – Candy Horsley**

This position/committee is responsible for designing and organizing the hanging of the quilts entered for either display or judging. This committee would negotiate with pipe and drape or other exhibit companies for items needed to hang/display the quilts including any items needed to block attendees from handling the quilts, etc. Additional, a system for display of the identification tags should be developed. Tags and quilt story documents will be provided to the committee thru the Quilt Show Software program. Bids for necessary hardware should be requested from at least three companies. This bid should include a separate amount for the companies employees to set up and tear down the hardware. The bids should be submitted to the Quilt Show Chairpersons as early as possible into the planning of the 2010 show. This position/committee will direct a group of volunteers supplied by the Set-Up committee on Thursday, September 9<sup>th</sup>, 2010. Volunteer requirements for the pre-Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **QUILT CHECK-OUT**

This position shall be responsible for working with the Tear-Down committee and safely formulating a means for quick quilt check-out and return to their designees. The committee would also be responsible for packaging and mailing any quilts that were requested to be returned by that means. All plans for return of the quilts should be coordinated with the Check-In and Hanging/Display committees in order to assure a smooth transition from check-in to display to check-out. Volunteer requirements for the post-Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **SHOWCASE PROGRAM**

The program will be compiled by this position/committee. It should consist of all thank you's, credits, quilt stories, advertisements and anything else common to such a program. This committee will compile this program and have it ready for duplication. They shall determine a reasonable amount of programs needed taking into account the possibility of re-use of the programs by attendees. A separate sheet listing the winning quilts will be supplied to this committee and will need to be attached or otherwise joined with the pre-printed program. This position/committee shall be responsible for obtaining advertisements, determining means of duplication, and any other incidentals that might be related to the development of the program. The program should be copied and ready for hand-out by September 4<sup>th</sup>. After the quilts are judged the insert will need to be joined with the program. A copy of the program with advertisements should be delivered to any advertiser. Programs will be disbursed by the Admissions committee.

## **SHOPPING SPREE /FLYER**

This position/committee will produce a flyer that will be handed out between 8am and 10am on the opening day of the showcase. It will be the responsibility of this committee to contact all registered vendors to request any special advertising that the vendor might want to include in this flyer. The space available should be predetermined by the committee and should reflect and be in ratio to the space purchased by the vendor. Bids for producing the flyer should be requested and may want to be combined with the program bid request. Direct contact between the vendor and this committee will be imperative to the success of this endeavor. This flyer should be ready by September 4<sup>th</sup>. Original copy should be approved by the Quilt Show Chairpersons. Activities at the Shopping Spree will be developed and overseen by this committee.

## **SPECIAL EXHIBITS**

This committee/position shall be responsible for accepting or organizing any special exhibits to be displayed during the showcase. The committee should work closely with the Hanging/Organization committee to insure space availability. Suggestions of possible special exhibits would include but not be exclusive to theme based exhibits (quilts and/or stories of quilt makers from around the world). This would also include such organizations as the Appliqué Society, Quilts from the Heart, etc. Any expected cost associated with this project should be pre-approved by the Quilt Show Chairpersons. Cost might involve special hanging needs, pipe and drape, postage, etc. Special exhibits should be hung by this committee while being overseen by the Hanging/Organization Committee. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **VENDORS**

Vendor packets have been developed and initial mail out has been accomplished. This committee/position would be responsible for mailing any further vendor packets as deemed necessary by the committee or the quilt chairpersons. Thank you letters should be formulated and mailed to those who have reserved space and paid a deposit. If additional vendors are needed, a telephone committee should be formed to contact those prospective vendors that have already received an application. Invoices for remaining balances should be sent in a timely manner (see the vendor packet). Any further information needed from the vendors, by any committee except the Shopping Spree committee, shall be obtained by this committee. If possible, help unloading and setting up should be offered by volunteers directed by this committee. Additionally, lunch or bathroom relief should be covered by this committee in conjunction with the Hospitality committee. This committee will meet and greet the vendors as they arrive, show them to their respective areas, and help wherever necessary. Badges for the vendors will be dispersed with their vendor packets as they are checked in by this committee. This committee will work very closely with the Quilt Chairpersons.

## **VOLUNTEER COORDINATOR**

The volunteer coordinator will oversee all volunteer needs from the other committees. The committees will have their request for volunteer services submitted to this committee by March 1, 2010. This position will staff a volunteer check-in area and direct volunteers to their prospective positions. This will NOT include the Quilt Angels which will be overseen by another committee. Volunteer Badges and shirts will be dispensed by this committee as the volunteers are checked into the facility.

## **VOLUNTEER BADGES/SHIRTS/ETC.**

This position/committee will be responsible for obtaining or producing badges for each of the volunteers. Prices should be obtained for any shirts, pins, etc that might be desired. A decision for purchase of any items will be determined by the Quilt Chairpersons and the CPQG Board. This committee would then proceed with any orders that would need to be placed. At least three bids should be obtained for any items that might be purchased.

## **GIFT BASKETS**

This is a position/committee that will be responsible for putting together gift baskets or some similar container that could be sold to attendees, either by pre-purchase tickets that will be drawn by chance or by silent bids. The method is to be determined by the committee and approved by the Quilt Show Chairpersons. The items for these gift baskets should be donated by any type of business in the area, combined either by the business or by the committee and presented attractively to the attendees. Space requirements should be presented to the Quilt Show Chairpersons as soon as possible. It would be preferable if the décor and presentation of these items would be in keeping with the show theme. This committee will be responsible for staffing this section and determining the method of awarding the items. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **BLOCK CONTEST (QUILTS FROM THE HEART DISPLAY)**

This position/committee should be part and parcel of the Quilts from the Heart group. The committee should determine the space requirements for their exhibit as soon as possible and so inform the quilt show chairpersons. It is simply a suggestion that a block contest might be run among the CPQG members, stressing the theme of the show. Winners should be announced no later than the August CPQG meeting. These blocks would then be donated to QFTH as blocks that could be combined into donation quilts.

## **HOSPITALITY**

This position/committee would be responsible for greeting all attendees and vendors. They should consider the possibility of setting up tables and chairs around the facility to aid attendees. A backstage vendor hospitality area should also be available with packaged snacks and water being made available to our vendors. Additionally it might be necessary to consider a packaged lunch to be offered to the vendors and/or volunteers. In addition, this committee would be responsible for greeting any dignitaries that might attend, providing space and help to the showcase resident artist for 2010, and for providing stand-ins for any vendors needing a break for bathroom or food or emergencies. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **LEARN TO QUILT/CHILDRENS' ACTIVITIES – Linda Fletcher**

This position/committee is responsible for developing activities that might interest children. It could be some simple actual block construction (think about crayon blocks) and might also include a scavenger hunt for special items that might be within the exhibit. A small prize should be made available to children turning in a completed scavenger hunt form.

## **SHOW DECORATIONS**

This committee/position will be responsible for all decorations for the showcase. Decorations for the lobby as well as those within the show will be the responsibility of this committee. It is requested that all decorations be within the theme of the show. Set-Up and Take Down of these decorations will be the job of this committee. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **SET-UP**

This committee will be responsible for the oversight of all activities on Thursday, September 9<sup>th</sup>. Directed by the Vendor Committee and the Hanging Committee, this group will facilitate the timely set up of quilts, displays etc. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **TAKE-DOWN**

This committee will be responsible for the oversight of all take down activities after the close of the show on September 11<sup>TH</sup>. Directed by the Vendor Committee and the Hanging Committee, this group will facilitate the timely take down of quilts, displays etc. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **SPONSORS SUPPORT – Nicole Webb Rivera**

This position/committee will interface with any and all sponsors of this showcase. Special attention should be offered to any of our sponsors before, during and after the show. Thank you letters should be addressed personally after the event. If additional sponsors are needed after March 1, this group should make every effort to obtain enough sponsors to back each quilt category or special exhibit.

## **QUILT ANGELS**

This position/committee will coordinate with Stacey Kornegay of Lanier Middle School. The Lanier Dance team has volunteered to act as Quilt Angels/Volunteers both Friday and Saturday of the show. Badges/shirts, or whatever, should be determined as a recognizable item for attendees. Signage should be developed to thank Lanier for their participation.

## **AWARDS CEREMONY**

This position/committee is responsible for organizing the Awards Ceremony scheduled for 8am on the opening day of the showcase. All publicity and organization for this ceremony rests with this committee. A plan should be submitted to the Quilt Show Chairpersons no later than May 1, 2010.

## **EDUCATION/DEMONSTRATIONS – Nicole Webb Rivera**

This position is responsible for all activities that will occur in the two additional rooms acquired as part of the space rented from the Stafford Centre. This position/committee will be responsible for all aspects of the use of these classrooms. The committee should work in conjunction with any other pertinent committees to successfully orchestrate a successful education program for attendees. Approval of final plans is required of the Quilt Show Chairpersons. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **ADMISSIONS**

This committee/position is responsible for all activities required of the people selling admission tickets, handing out programs, stamping hands, etc. A plan should be presented to the Quilt show chairpersons for their approval. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **SIGNAGE**

This committee/position is responsible for all signage needed by any committee involved in any aspect of the show. Signage will include vendor names, directions, activity announcements, awards, etc. and should reflect, as much as possible, the theme of the show. Signage will be displayed and hung by this committee. This committee should work with the Publicity committee to insure consistency. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.

## **VIEWERS CHOICE AWARD**

This position will be responsible for determining the method of ballot disbursement and the counting of the ballots and announcement of the winner. Volunteer requirements for the Showcase period should be conveyed to the Volunteer Chair no later than March 1, 2010.