

Redwood Empire Quilters Guild – Quilt Show Committees

Committee	Description
Bed Turning	Responsible for soliciting antique quilts from members and the community to display at the quilt show in a bed turning. The bed turning takes place three times a day for each of the two quilt show days. Also responsible for writing the material to be used to describe the quilts during the bed turning and for soliciting volunteers to help with each bed turning.
Children's Area	Responsible for the design, setup, and running of an interactive children's area related to quilting.
Claiming Quilts	Responsible for the coordination of returning the entries to the entrants at the end of the show. Also responsible for collecting the entries as they are taken down and bringing them to a central location for claiming.
Entrance Décor	Responsible for the design and setup of the entrance and grounds of the show. Purchases, constructs, and rents any new materials needed to complete the design.
Facility Liaison (includes Security and Concessionaire)	Responsible for all issues related to the facility at Redwood Acres and the quilt show. Presents questions and issues to Redwood Acres as needed and reports back to the committee. Also responsible for securing a concessionaire(s) and a security company.
Featured Quilter	Responsible for the selection of a featured quilter(s) for the show. Assists the featured quilter with the selection of quilts to be displayed and is responsible for the décor, setup, and takedown of the featured quilter's booth space. Orders gifts, flowers, etc. when appropriate.
Guild Table	Responsible for the design and setup of the guild's table at the entrance in the Main building of the show. Coordinates with the Raffle committee in sharing the space. Supervises volunteers answering questions for our guests.
Hanging the Show	Responsible for the planning and paperwork in determining the placement of all of the entries in the show. Responsible for the actual hanging/display of the entries. May appoint assistants for each building.
Marketplace	Responsible for soliciting items for sale made by our members (does not include quilts which will be handled by Quilt Sales). Maintains computer records of items for inventory control. Designs booth space and is responsible for setup of that space. Staffs the booth space during the show working with customers and processing sales. Responsible for deposits and reporting as necessary at the end of the show. Responsible for the claiming of items not sold. Follows cash control policies and monitors the security of the cash and the marketplace staff.
Programs	Responsible for the design and construction of the program given out to guests at the quilt show. Works closely with all other committees to solicit information to complete the program. Coordinates with the printer and sees that the programs are delivered to the show when required.
Publicity (Media, signs, posters, bookmarks)	Responsible for all media relations connected to the quilt show (includes written, internet, radio, TV, etc.). This includes design and execution. May solicit additional members with specific responsibility (like someone for posters) but is responsible for setting the overall look and message. Works closely with all committees to get the information necessary to publicize our show.
Quilt Entries	Responsible for the design of the entry form to enter quilts into our show. Processes the forms as received and maintain accurate computer records of entries. Prepares deposits of monies received. Prepares Entry cards to be displayed with each quilt and other reports as needed for the other committees.
Quilt Sales	Responsible for the solicitation of quilts that will be available for sale at our quilt show. Maintains computer records of quilts and sales. Designs booth space and is responsible for setup of that space. Staffs the booth space during the show working with customers and processing sales. Responsible for deposits and reporting as necessary at the end of the show. Responsible for the claiming of quilts not sold.
Raffle	Responsible for the Opportunity Quilt from the time it is completed until a winner is selected. Responsible for the design, printing, and distribution to the membership of the raffle tickets. Determines the venues where the quilt will be displayed and tickets sold. Solicits volunteers for the events and makes sure that they have all of the proper materials and supplies. Responsible for the selling of tickets during the show, for seeing a winning ticket is drawn, and for getting the quilt to the winner.

Receiving Quilts	Responsible for receiving all quilt show entries and for the delivery of the entries to the quilt show on Friday. Verifies that all entries are in good condition when received, are checked off our lists, tagged for hanging, and stored. Note: This should be a person who lives in Eureka, who has no pets, no or few stairs to enter, and has adequate space to store entries for a week.
Setup	Responsible for the renting of the truck, loading all items from our storage unit onto the truck, and for unloading and setup of all items at the show. Will work with Hanging to determine the location of the quilt racks. Responsible for the return of the truck.
Take Down	Responsible for the take down of the quilts after the show ends in a manner set by Claiming. Then takes down all equipment and supplies and loads onto truck (responsible for truck rental). Responsible for unloading items in truck back into storage unit on the Monday after the quilt show, returning truck, and for the washing of any sheets, drapes, etc that need laundering.
Ticket Booth Supervisor	Responsible for the sales of tickets/wristbands and the influx of cash until it is turned over to the Treasurer. Follows cash control policies and monitors the security of the cash and the ticket booth staff.
Vendors	Responsible for soliciting vendors, communicating with them in the months prior to show (in writing, by phone, and by email), and establishing which booth spaces they will occupy. Supports vendors during the setup and show. Arranges for a vendor dinner on the Friday night of the quilt show. Maintains a vendor list of all who were contacted, those chosen for this show, and potential vendors for the next show.
Volunteers	Responsible for working with all committees to ensure that all of our volunteer needs to staff the show are met. Solicits volunteers to fill all of those positions. Coordinates with all volunteers during set up and show days to make sure that they receive appropriate materials and are sent to the correct locations to serve as volunteers.
Volunteer's Choice Awards	Responsible for conducting the voting by volunteers for their favorite entries in each building. Designs and constructs ribbons for displaying on the winning entries.
Main Building Supervisor	Usually someone who is serving on the committee in some other capacity, this person is responsible for overseeing all activities in the Main building during the setup and show days of the quilt show. Responsible for being present for every volunteer shift change and for making sure that those volunteers understand their responsibilities. This is the go to person during the show days that would escalate issues to the quilt show chairman.
Turf Club Supervisor	Usually someone who is serving on the committee in some other capacity, this person is responsible for overseeing all activities in the Turf Club building during the setup and show days of the quilt show. Responsible for being present for every volunteer shift change and for making sure that those volunteers understand their responsibilities. This is the go to person during the show days that would escalate issues to the quilt show chairman.
Home Ec Supervisor	Usually someone who is serving on the committee in some other capacity, this person is responsible for overseeing all activities in the Home Ec building during the setup and show days of the quilt show. Responsible for being present for every volunteer shift change and for making sure that those volunteers understand their responsibilities. This is the go to person during the show days that would escalate issues to the quilt show chairman.
Liaison Eel River Guild	Usually someone who is serving on the committee in some other capacity, this person is responsible for sharing all quilt show information and forms with the Eel River Valley Quilt Guild. Also solicits volunteers from this guild.
Liaison Moonstone Guild	Usually someone who is serving on the committee in some other capacity, this person is responsible for sharing all quilt show information and forms with the Moonstone Quilters Guild. Also solicits volunteers from this guild.