

	QU Year = July 1 – June 30										
CHAPTER ASSIGNMENT	2011 / 2012 2012 Show	2012 / 2013 2013 Show	2013 / 2014 2014 Show	2014 / 2015 2015 Show	2015 / 2016 2016 Show	2016 / 2017 2017 Show	2017 / 2018 2018 Show	2018 / 2019 2019 Show	2019 / 2020 2020 Show	2020 / 2021 2021 Show	2021 / 2022 2022 Show
Show Publicity	S	Arl	McL	R	MtV	S	H	B	C	A	F
Show Quilt Layout	R	V	Arl	McL	R	MtV	S	H	B	C	A
Show Classes	Arl	F	V	Arl	McL	R	MtV	S	H	B	C
Show Setup + Takedown	C	A	F	V	Arl	McL	R	MtV	S	H	B
Show Volunteers (QU)	H	C	A	F	V	Arl	McL	R	MtV	S	H
Education (Show + Sully)	A	S	C	A	F	V	Arl	McL	R	MtV	S
Show Vendors	B	H	B	C	A	F	V	Arl	McL	R	MtV
Show Program + Ads	F	B	H	B	C	A	F	V	Arl	McL	R
Annual Meeting + Raffle Quilt/Promotion*	V	MtV	S	H	B	C	A	F	V	Arl	McL
Show Financials	McL	R	MtV	S	H	B	C	A	F	V	Arl
Show Boutique + Fall Event	MtV (Lecture)	McL (Lecture)	R	MtV	S	H	B	C	A	F	V

\* Raffle Quilt made by this chapter in prior year(s); current year assignment relating to raffle quilt is promotion/sales.

Note: Show Chair handles overall show layout (floorplan) in coordination with Show Quilt Layout and Show Vendor Teams, as well as Expo Center.

Chapter Assignment	Description
<b>Show Publicity</b> <ul style="list-style-type: none"> <li>• All Show Publicity + Contact Databases</li> <li>• Bus Registration Invites</li> <li>• Exit Survey</li> </ul>	Maintains email/address lists of quilt guilds and shops. Conducts all emails/mailings for flyers, bus registration, and other publicity. Ads for magazines, other quilt show programs, newspapers, online calendars, etc. Designs and arranges printing of flyers, and distribution of flyers to various regional quilt shows. Prepares exit survey and staffs the exit survey drop off at show. Collects, analyzes, and reports the findings to the Quilt Show Committee and QU Board.
<b>Show Quilt Layout</b> <ul style="list-style-type: none"> <li>• Quilt Layout for Show + Master Guide</li> <li>• Quilt Collector Training</li> <li>• Quilt Labels</li> </ul>	Prepares layout of quilts, trains quilt collectors, and assists Show Programs in obtaining quilt card information. Works with Show Chair and Show Vendor Team to develop floor plan. Produces the master guide for setup with quilt location and pole/drape information. Prepares quilt labels (purchased by Show Financials) and provides to chapter quilt collectors for distribution. Prepares signs describing chapter challenges.
<b>Show Classes</b> <ul style="list-style-type: none"> <li>• Show Classes</li> </ul>	Identifies and contracts with teachers, selects classes, and (starting 2013 show) works with annual meeting speaker for classes during the show. For 2012, selects, arranges, and advertises workshops for annual meeting speaker. Plans and conducts all class registration activities. Makes own signs and nametags.
<b>Show Setup + Takedown</b> <ul style="list-style-type: none"> <li>• Maintain Shed Inventory + Drapes</li> <li>• Obtain Paid Workers</li> <li>• Supervise Show Setup + Takedown</li> </ul>	Rent truck. Remove and return items from storage. Maintain storage shed inventory. Prepares additional drapes if needed. Recruits and supervises paid workers for setup and takedown (equipment, drapes, quilts), and arranges payment. Ensures equipment and drapes properly repackaged for storage and is in good working order upon return.
<b>Show Volunteers (QU, Unpaid)</b> <ul style="list-style-type: none"> <li>• Obtain + Supervise All Unpaid Volunteers Needed from QU Chapters</li> <li>• Food + Water for Volunteers and Paid Workers</li> </ul>	Recruits and organizes all QU member (unpaid) volunteers needed for quilt show (setup, takedown, white glove, vendor tender, ticket/wristband sales, volunteer check-in, volunteer station, floaters, greeters, treasurer assistants). Provides food (and paper products) on setup day; provides water during equipment removal/return to shed, setup, takedown, and volunteers during show. Sets up volunteer area and check-in during setup.
<b>Public Education (Show + Sully)</b> <ul style="list-style-type: none"> <li>• Community Service Exhibit or Demos for Quilt Show (Chapter Choice)</li> <li>• Sully Demos and Sit 'n Sew</li> </ul>	Chapter choice for show – either community service exhibit or demonstrations. For community service, collects information, prepares and obtains signage, and sets up display area. For demonstrations, recruits QU members to provide demonstrations during the show. For Sully, recruits and coordinates volunteers from chapters for demonstrations and to staff “sit & sew” area; also coordinates with Sully organizers.
<b>Show Vendors</b> <ul style="list-style-type: none"> <li>• Obtain + Supervise All Vendors</li> </ul>	Selects, contracts, and organizes vendors. Works with Show Chair and Show Quilt Layout Team to develop floor plan. Makes nametags for vendors and coordinates vendor signage requests with Expo Center.
<b>Show Program + Ads</b> <ul style="list-style-type: none"> <li>• Prepare + Print Show Program + Quilt Cards</li> <li>• Obtain Ads for Show Program</li> </ul>	Prepares and arranges printing of show program. Obtains paid advertising, articles, layout, and other information for the program. Obtains quilt card information from Show Quilt Layout Team. Prepares and arranges printing of quilt cards. Places quilt cards and ribbons on quilts at show on setup day.
<b>Annual Meeting + Raffle Quilt Promotion</b> <ul style="list-style-type: none"> <li>• Venue + Food for Annual Meeting</li> <li>• Raffle Quilt Ticket Sales (Quilt Made Previously)</li> </ul>	Contracts with hotel, high school, or other space for annual meeting speaker (to be concurrent with show starting 2013 show, either Friday or Saturday evening); coordinates with Show Committee as necessary if common space is used. Obtains support needed for speaker (quilt racks, projectors, etc.) Provides logistical coordination for speaker. Provides food for annual meeting attendees. Conducts all aspects of raffle quilt promotion and ticket sales through final award (quilt made by this Chapter in year(s) prior to this assignment).
<b>Show Financials</b> <ul style="list-style-type: none"> <li>• Attendance + Gate Intake</li> <li>• Wristbands + Quilt Labels + Ribbons</li> <li>• Name Tags + Badges + Show Pin</li> </ul>	Establishes wristband color assignments, orders wristbands, and calculates attendance from wristband usage. Designs and obtains quilt labels and ribbons. Sets nametag format, obtains materials for nametags and badges, and provides these supplies to various show leads to make their nametags. Processes advance bus registrations. Meets and processes bus groups (pre-registered or not) upon arrival. Orders show pin designed by show committee. Prepares and staffs QU membership table at show. QU Treasurer establishes gate intake procedures, intake handling, and coordinates/trains intake sales volunteers and treasurer assistants.
<b>Boutique + Fall Event</b> <ul style="list-style-type: none"> <li>• Coordinate Boutique at Show</li> <li>• Plans + Conducts Fall Event</li> </ul>	Coordinates boutique operation and distribution of proceeds back to chapters; obtains volunteers from participating chapters to staff booth. Sells show pin (and leftover merchandise from previous shows) and distributes proceeds back to QU. Plans, publicizes, and conducts QU fall event (Fall speaker with workshops for 2011 and 2012; quilt-in or chapter choice thereafter).