

Quilters Unlimited Quilt Show and QU Events Chapter Assignments

(unless otherwise stated, all events are for the current board year)

QU EVENT	QUILT SHOW JOBS	July 1, 2009 to June 30, 2010	QU EVENT	QUILT SHOW JOBS	QU Board Year : July 1 - June 30							
					2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2017/2018	2018/2019
Fundraising: Raffle Quilt	Publicity/ Drapes	F	Fundraising: Raffle Quilt	Publicity/ Drapes	R	V	MtV	S	B	McL	H	C
Bye	Design Layout	Arl	Fall Lecture Lead	Design Layout	F	R	V	MtV	S	B	McL	H
Annual Meeting Program (<i>Next QU Board Year</i>)	Layout mentor	A	Annual Meeting Program (<i>Next QU Board Year</i>)	Layout mentor	Arl	F	R	V	MtV	S	B	McL
Bye	Classes	C	Bye	Classes	A	Arl	F	R	V	MtV	S	B
Sully Quilt Show	Ribbons/ Dolls/ Wearables/ Labels	H	Sully Quilt Show	Ribbons/ Dolls/ Wearables/ Labels	C	A	Arl	F	R	V	MtV	S
Annual Meeting Lead/ Food	Set Up Lead	Susan Fernandez/ Carole Marti	Annual Meeting Lead/Food	Set Up Lead	H	C	A	Arl	F	R	V	MtV
Fall Lecture Lead	Set Up Mentor	McL	Fall Lecture Workshops	Volunteers	Mc L	H	C	A	Arl	F	R	V
Fall Lecture Workshops	Volunteers	B	Fall Lecture Program (<i>Next QU Board Year</i>)	Demos/ Merchandise	B	McL	H	C	A	Arl	F	R
Fall Lecture Program (<i>Next QU Board Year</i>)	Demos/ Merchandise	S	Bye	Vendors	S	B	McL	H	C	A	Arl	F
Bye	Vendors	MT V	Quilt In	Programs/ Cards	MtV	S	B	McL	H	C	A	Arl
Quilt In	Programs/ Cards	V	Silent Auction	Advertising/ Food	V	MtV	S	B	McL	H	C	A
Silent Auction	Advertising/ Food	R										

Key:	A - Annandale	B - Burke	F - Fairfax	McL - McLean	R - Reston	V - Vienna
	Arl - Arlington	C - Centerville	H - Haymarket	MtV - Mt. Vernon	S - Springfield	

Quilters Unlimited Event Descriptions (unless otherwise stated, all events are for the current board year)

Fundraising/Raffle Quilt: Make a raffle quilt; orders tickets and distribute to chapters; post a photograph on the QU website; display at QU events and chapters (opt) and at QU Quilt Show. Volunteers sitting with the raffle quilt at the show are eligible for the reduced volunteer admission cost.

Annual Meeting Programs (next board year): Coordinates with the current Fall Lecture Programs chapter to exchange information on speakers. Locates and engages speaker and arranges travel, lodging, food, etc., for the next board year. Example: 2009-10 - (C) already engaged the speaker in 2008, and in the 09-10 year, will continue to arrange the travel, lodging, food, etc. for that speaker. In 2009-10, (A) will be engaging the speaker and arranging the food travel and lodging for the speaker for the 2011 annual meeting.

Annual Meeting Lead: Finds and reserves venue for the current board year, provides publicity and promotion for the event, arranges for food, drinks, set-up and clean up. The meeting is held during the fourth quarter of the fiscal year.

Sully Quilt Show: Arranges demos and Sit & Stitch area, obtains water for our volunteers, coordinates with Sully point of contact.

Fall Lecture Lead: Finds and reserves venue for the current board year, provides publicity and promotion for the event, arranges for food, drinks, set-up and clean up.

Fall Lecture Workshops: Arranges location, promotion, registration, set up and clean up, etc., for the workshops already set up for the current board year. Coordinates with Fall Programs (from previous year) and Fall Lecture Lead (current year).

Fall Lecture Programs (next board year): Coordinates with the current Annual Meeting Programs chapter to exchange information on speakers. Locates and engages speaker and arranges travel, lodging, food, etc., for the next board year. Example: In 2008 (MtV) engaged the speaker and has arranged the travel, food and lodging for that speaker for the 2009 program. (S) will engage the speaker and arrange the travel, lodging and food for the speaker for the 2010 fall lecture.

Quilt-In: Selects date, finds and reserves venue, selects theme, plans event to include optional block exchange (if desired) and show and tell, and hosts the event. Provides publicity and promotion for the event, arranges for food, drinks, set-up and clean up. Coordinates with chapters for door prize donations.

Silent Auction/Boutique Chapter Fundraiser at the Quilt Show: Coordinates with chapters for *optional participation* in the Silent Auction/Boutique Chapter Fundraiser at the Quilt Show. Arranges with participating chapters for volunteers to set up and operate the Silent Auction/Boutique. Each chapter is responsible for collecting payment for items sold in the Silent Auction/Boutique. Volunteers working in the Silent Auction/Boutique are not eligible for the reduced volunteer admission.

Bye: These chapters have no **Quilters Unlimited Event** assignment for the current board year due to the extensive requirements of their Quilt Show job.