

Quilt Show Volunteer Duties

Quilt Show Volunteer Dates June 13 – June 16, 2012

By: Joanne Olmstead and Sandra Arreola, Quilt Show Volunteer Coordinators

The quilt show is a great opportunity to contribute to your Guild without making a long-term commitment. There are many ways you can help, with 200 time slots for you to choose from. The job descriptions below let you know what "you're in for." Sign-up sheets will be available at the general meeting in February, so plan to sign up early with a friend or with members of your Bee, to get your preferred job and time. Any one who enters a quilt is expected to volunteer.

If you have any questions, please call Joanne Olmstead at 303-773-2993 or Sandra Arreola at 303-584-9236.

Judging (Wednesday only - if you work all day you will be provided lunch)

- Help organize quilts in social hall.
- Carry quilts to judging area.
- Hold quilts for judges.
- Check judge's comments on form provided.
- Return quilts to social hall.

Photograph quilts (Wednesday from 7:30 a.m. until finished, lunch will be provided)

- Assist Photographer in taking pictures of all the quilts in the show.
- Carry quilts from the judging area to the photography area.
- Help put quilts on and off quilt racks for photographs.
- Carry quilts back to the hanging area.

Set up framework for hanging quilts (Wednesday afternoon only)

- Work gloves are helpful.
- May require being on a ladder.
- Must be able to lift poles and bases.
- Wipe down poles with soapy water.
- Set up poles and bases.
- Hang drapes on poles.

Hang Quilts (Thursday morning)

- May require being on a ladder.
- Distribute quilts to cubicles.
- Put quilts on conduit and/or poles.
- Make sure quilts are hung evenly.
- Put paper under longer quilts.

Boutique Set Up (Thursday all day)

Set up the boutique with Tracy.

Food Workers (Thursday afternoon only)

Help unload and organize food and paper supplies for the show

Help prepare salads for the show.

Chop or use a food processor.

Set out cookies.

Set up for the reception with cake, beverage and paper goods.

Food Workers (during the Opening Reception on Thursday only)

Assist the Hospitality Committee with setting up and serving during the reception.

Serve cake and pour beverages during the reception.

Assist the Hospitality Committee with cleaning up after the reception.

Admissions

Sell tickets to show, make change.

Provide information and answer questions about ACQ.

Direct people to the quilt show.

Take new member applications and collect dues.

Keep membership applications and dues separate from admission income.

Transfer admissions income and membership applications and dues to the treasurer.

First and last shifts also help set up and take down tables, chairs, etc. in lobby.

First and last shifts also hang and take down Sponsor's Quilts and Raffle Quilt and move them to the Boutique that will be locked for the evening.

Boutique Quilt Show Helper

Make change.

Cut tags off purchases.

Help carry purchases.

Kitchen Workers

Assemble the salads and sandwiches for sale.

Bake and package cookies.

Wrap cinnamon rolls.

Help clean the kitchen, as needed.

Food Sale

Be able to stand for the duration of your shift.

Take orders for food and drinks.

Collect and provide orders to customers.

Take money and make change.

Inform kitchen when more food and drinks are needed.

Please note – you will not be doing any cooking.

Raffle Ticket Sale

Sell Raffle tickets.

Answer questions about quilt.

Explain the “rules” of selling to the next volunteer.

White Glove Lady

Be able to stand for the duration of your shift.

Show backs of quilts, upon request.

Answer questions about quilts.

Explain rules of viewing quilts; i.e. ask to see backs of quilts, not touching, no food or drinks.

Monitor guests and enforce rules, when necessary.

Take Quilts Down (Saturday 4:00 pm)

Take quilts off poles; carry to bagging area.

Take drapes off poles, fold and carry to bin.

Dismantle framework and carry to pick up area

Collect Velcro straps and hooks that need to be counted.

Sort conduit poles by size and carry to cars.

Pick up paper under long quilts.

Check Out Area (Saturday 4:00 pm)

Fold and bag quilts.

Put judge’s form with each quilt.

Arrange quilts in numerical order on tables.

Check quilts out to owners.