

This is a list of **Quilt Show Committees**. Notebooks detailing the tasks for each committee are available. We would be working toward a quilt show in the Spring of 2026, one year away. Guild member volunteers will be available to help each committee chair before and during the Show. The committee chairpersons do not have to do it alone, they *lead* their committee.

Please read the descriptions, ask questions, and volunteer!

Admissions - Using show theme, design and decorate the admission desk at the show. Collect admission fees and provide attendees with a show catalog/handout.

Books/Magazines - Collect used books and magazines for months prior to the show. Organize the donations and decide pricing. Display books and magazines in assigned area at the show. Collect monies and provide accounting to the Treasurer during the show. Donate remaining inventory to appropriate agency.

Challenge Quilt - This person sets the rules for the guild challenge quilt. She usually attends when quilts are received in order to check that all the parameters set for the challenge have been satisfied. If challenge isn't met, the quilt will be moved to a different category for show.

Judging - Arrange for judge(s), confirm dates and fees. Coordinate the time and location of judging. Coordinate budget for judge (fees, lodging, meals, mileage). Arrange for appropriate number of volunteers for judging day. Facilitate judging day and secure quilts at the end of the day. Hang ribbons on quilts when they have been hung for the show. Provide a list of winners to the Show Catalog chair to be added to the show catalog as an insert. Be responsible for the Viewer's Choice balloting. Count the ballots and announce winner at end of the show.

Marketing/Publicity - Provide publicity for the quilt show relating to the theme that has been chosen. Supervise flyers, bookmarks, poster distribution to guilds, retail shops, etc. Notify local newspapers' community events, and radio and television community calendars. Provide information for the HOTTQG website.

Boutique/Quilter's Market - Solicit and collect items donated by guild members to be sold at the quilt show. This may be hand made items, fabrics, notions, gently used tools, etc. Items can be held in the guild storage building until the show. Volunteers will help price items and set up for the show, as well as work during the show hours.

Raffle Baskets (or Door Prizes) - Contact businesses for donations of products to be used for raffle baskets. There is a list of contacts and donating companies from previous shows. Package and display prizes, determine how drawings will be held. Announce or contact winners. Create and display sign/acknowledgement at the show for contributing sponsors.

Fundraiser Quilt or Trip Raffle - this committee chair has been filled.

Receiving - Arrange for a location to receive quilts prior to the judging day; provide information on location, date and time for quilt drop off. Keep record of each quilt with owner's name, category. Owners will have to sign for or utilize a claim ticket to get quilts back after show. Make arrangements to transfer the quilts to the show judging location. After judging, secure quilts until time to be hung for the show.

Registration - Design and print ID cards for quilts, claim forms for quilt pickup, judging sheets and other forms utilizing information from quilt show registrations. Maintain registration records and send information and photos to the Set Up chair. Keep accurate account of show entries by category.

Ribbons - Design award ribbons to reflect the theme of the show. Purchase supplies to create ribbons. Coordinate construction of ribbons with members of the guild. Coordinate with the judging awards clerk for final numbers by category after judging is done. Deliver ribbons to the show, assist in hanging award ribbons after quilts have been hung.

Set Up/ Take Down - Coordinate with the person doing the show layout, usually the quilt show chair. Arrange for volunteers to help hang quilts and set up the day before the show and for take down of the quilts after the show closes.

Silent Auction - Solicit and gather items to be offered at auction from guild members, shops, etc. Determine auction parameters, create and print bidding sheets for each item. Display items at quilt show, have volunteers during the show. At conclusion, determine highest bidder and contact that person. Collect and turn in monies to the Treasurer.

Show Catalog - Research prices for printing of the show catalog. Design and print the catalog with information from other committees as needed. After judging, obtain the ribbon winner list and insure that it is printed and delivered to the Admissions desk by the morning of the show opening. This will be inserted into the show catalog.

Treasurer - Maintain and monitor quilt show budget. Receive and deposit all moneys, including entrance fees, vendor's fees, and raffle proceeds. Pay all bills, reimburse committee chairs for expenses. Complete a financial report after show ends to be presented to the guild board and guild members.

Vendors - Determine the amount of space for vendors at show venue and determine cost for each space. Send out letters to list of vendors, keep records of notification and confirmation of vendors. Send contracts for commitments and collect pay from vendors. Communicate with vendors regarding show. Assist them during set up and breaking down their space, provide volunteers if needed.

Volunteers - Coordinate with committee chairpersons the number of volunteers needed to accomplish the responsibilities of that committee during the quilt show. Create sign-up sheets and time slots of shifts for volunteers to cover activities during the show. Seek member participation during guild meetings and computer communications. Distribute sign up sheets to committee chairs for planning their coverage.

Quilt Show Chair(s) - This position may be accomplished by two people working together.

Notes from prior shows as well as notebooks detailing the tasks for each committee are available, kept in the guild storage building. To quote a former quilt show chairwoman:

“Choose good committee chairpersons, give them the information to do their jobs, check up on their progress on a regular basis, have frequent meetings with all committee members, listen to their suggestions and the Quilt Show will be a success!!”

Questions may be directed to Ellen Hart (336) 240-0275 or Cindi Sullivan (336) 405-2324

Please let Amy Illerbrun know if you would like to head up a committee. (585) 298-3442