



2019 Quilt Show Special Edition: Fall Planning

Our mission as a guild is to preserve and encourage the art of quilting. What better way to do this than with our annual quilt show? We can show off the work we have been doing all year, and meet and encourage new quilters.

We are expecting this year's show to be in the new venue at the college, the gym! This means that vendors, raffles and quilts will all be under the same roof. With the change in venue, will come many changes in how we plan and prepare for the show. Truly an exciting time for all of us. To make the show successful we will need everyone to pitch in to make sure that all aspects run smoothly.

Please look over this special edition and consider joining the 2019 Quilt Show Committee. Each sub-committee is described and has a notation of Vacant or Filled. The listings of available positions are as up to date as possible. If you have questions, please contact me directly.

Thank You!

Joyce Austin

2019 Quilt Show Chairman

COMMITTEE MEETINGS

The 2019 Quilt Show Committee had it's first meeting in late September. Much was accomplished.

PLEASE NOTE:

Our meeting scheduled for October has been postponed. It will be rescheduled for early November, an email will be sent when the date is confirmed.

INSIDE THIS ISSUE

See all the quilt show committee descriptions. There may be one that is right for you!

Our Raffle quilt this year is "Hopes and Dreams". A colorful 93"x104" quilt. The quilt is waiting for binding, a label and sleeve. Kits have been distributed to members to make a throw sized version. Please return your kit by the November 7th general meeting.



If you have an embroidery machine, and can help with making the labels for these quilts, please contact Joyce Austin!

ADMISSIONS

This Chairperson makes sure that the admission tables are always manned and that there is enough money/change in the cash box. Show booklets and award sheets are given out at admissions and door prizes can be collected at the main table. Friday to prepare area, then Saturday and Sunday.

This position filled

RAFFLE BASKETS

This chairperson needs to ask for and keep record of completed member basket donations and the display set up before the show. She needs to make sure that this table is manned at all times. She will also need to prepare money pickup for treasurer during the show. After all tickets have been drawn she will need to call those not present and arrange delivery or pick up with the winner. Friday, Saturday, Sunday, and afterward as needed.

This position filled

MEMBER CHALLENGE

Chairperson decides on a challenge the members can make that may reflect the quilt show theme.

The rules are posted on the website and all quilts entered in this category are checked during turn-in for meeting the criteria set in the rules.

Before Show. Tuesday afternoon/evening.

This position filled

VOLUNTEERS

Volunteers are the lifeblood of our show!

This Chairperson is responsible for setting up charts for each of the jobs volunteers can fill before, during, and after the show. This chart needs to be at every meeting beginning in November and ending in June.

This position vacant

After the May meeting the chair will call members who have not volunteered and ask them to select a job.

Registrar will give a list of non-members who have entered quilts that can be called to fill docent positions etc.

You can work the admissions table: all you need is a smile and the ability to make change. You will even have a seat!

EQUIPMENT MOVING

This position vacant

This Chairperson needs to have a list of what each committee needs from storage and where it needs to go. The chair arranges with the movers when to pick up equipment from storage on Thursday afternoon. She will meet them at the unit and at the college. She will direct them where things go. When the show is over on Sunday she will coordinate the packing of the equipment and getting it ready for the movers. She will meet the movers at the college on Monday morning and then at the storage unit for the return. Thursday, Friday, Sunday, Monday

EQUIPMENT SETUP

This position vacant

This chairperson will direct a crew to setup the bases and uprights as outlined on the hanging plan provided by the Quilt Hanging chairperson. Thursday 2-6 pm.

VENDORS

This position filled

This Chairperson informs past vendors of all quilt show information they need to participate in the show. She collects deposits and payments, keeps records and assigns rooms to the vendors. During the show she has a breakroom with snacks for the vendors. She can also check to see if a lone vendor needs coverage to use the restroom. This chair needs to be at the college Friday 9am-6pm, Saturday, Sunday until 6pm when all vendors are to be out.

WORKS IN PROGRESS

This position filled

Chairperson needs to coordinate and decide what to exhibit in this room. She needs to enlist members to come and work on their own projects so they can interact with the public. This should be an active and fun room. Friday thru Sunday.

SPECIAL EXHIBITS

This year we have two special exhibits! So there will be two Chairpeople for Special Exhibits.

OUR FIRST SPECIAL EXHIBIT

This position filled

This exhibit is being organized by Barbara Downs. For this Inter-Guild exhibit she will be asking all guilds that are geographically situated on Long Island to submit a quilt that depicts a place that they feel represents their corner of the island. This exhibit will open at our show, and then will be available to the other guilds for 1 year so they may use it at their shows, or at another appropriate time and place.

OUR SECOND SPECIAL EXHIBIT: SWEET DREAMS

This position vacant

his exhibit is for members only, and will allow members to make and donate a quilt that is at least 36" x 45". Up to whatever size the maker chooses. All quilts will be hung in a unique way to showcase the work that we do supporting our community. All quilts will be distributed to appropriate organizations such as Quilts for Kids, a local nursing home, or other organization. This chairperson will keep track of the quilts to be turned in and will be available at turn in to accept the quilts. This person will decide how to hang the quilts in the space allotted. This person and a team will hang this exhibit and the Inter-guild exhibit at the show.

It's easy and fun to sell raffle tickets at the show. You get to sit in front of the raffle quilt and chat with anyone who comes by. Let them know our guild is a friendly group!

SMALL QUILT SILENT AUCTION

This position filled

This chairperson will ask for donations of small quilted items made by the members for silent auction. She will collect the items before the show, determine how many will be in each auction and how many auctions there will be during the show. June before the show. Saturday and Sunday at the show.

Guild Sales is another available opportunity. You will have your own seat, and will sell guild merchandise and show plants.

PUBLICITY

This position filled

Works to get the word out about the show. Headed by the corresponding secretary who gets word out to traditional outlets such as other guilds, newspapers and local shops. Additional promotion can be done in less traditional areas, such as internet. There is always more that can be done for publicity. If you would like to help out, contact Joyce Austin or Donna Daley.

RAFFLE QUILT

This chairperson will coordinate the making of the raffle quilt and have it completed before October so advertising and raffle tickets can be taken care of.

This Year's Chairperson is Joyce Austin. Joyce had a quilt in her stash that was near completion and has offered it for the raffle! See the front page.

Kits have been distributed so that members can work on blocks for the members quilt. A committee will be formed to put the members quilt together, and Joyce will quilt it.

This position filled

RAFFLE TICKETS

What would the Raffle quilt be without Raffle Tickets?

This chairperson coordinates and keeps track of all the raffle tickets the members sell. During the show she and her workers will sell more tickets to the attendees.

If she has any ideas on 2nd and 3rd place prizes she will tell the show chairperson.

This committee works before and during the quilt show.

This position filled

GUILD SALES

This Chairperson will be responsible for organizing all materials to be sold at the show by the guild including: magazines, books and other items determined by the committee.

This position filled

SUPPORT FROM BOARD MEMBERS

RECORDING SECRETARY:

Supports the show chairperson, by taking notes during committee meetings. This helps keep track of issues that were discussed, and decisions that were made.

GUILD TREASURER:

Collects money during the show from any committee that has a cash box. She will keep records of amounts and time and who gave her the money. If the treasurer is unavailable the show chair will fill in.

CORRESPONDING SECRETARY:

Gets the word out about the show to other guilds, publications and shop owners.

ROAD SIGNS

This position vacant

This Chairperson is responsible for creating a team to place road signs in the preselected places along the roads to direct attendees how to find us. After the show she will coordinate the pick up the signs so they can go back into storage. Friday afternoon and Sunday after the show.

BUILDING SIGNS

This position vacant

This person needs to put up signage in and around the buildings so attendees know where things are. Climbing a ladder is a must in some areas. All signs that go up will need to be taken down when the show is over. Friday afternoon and Sunday after the show.

REGISTRAR

This position filled

This chairperson receives all registration entries for the show. She enters each quilt into a database that is used for turn-in, and judging. She ensures the accurate printing of category and description cards used in judging and at the show. April, May, June. Registrar should be available for Quilt turn in.

RIBBONS/BALLOTS

This position filled

This chairperson makes sure that there are enough ribbons for each category for judging. All ribbons are inspected, put together, and pressed as required. She gives the judging chair a count of each ribbon before judging.

She makes sure that the correct ribbon is hung on the right quilt. This chair is also responsible for the viewer choice ballot counting during the show and placing that ribbons on the winners.

QUILT TURN IN

This position vacant

This chairperson organizes the turn-in of quilts. She tells her workers what each of them is to do. The quilts are inspected for stains and odors, hanging sleeves and label. The quilt is looked at to make sure it is in the correct category for judging and if not a change should be made then.

A judging card with number and category is pinned to the back left corner with a receipt folded and placed under the card. There should be only one pin placed on the quilt. Name of the quilt maker needs to be covered with blue tape. Quilt turn in is on Tuesday of show week.

JUDGING

This position vacant

Chairperson hires and hosts the judge. There are 2 days of judging, Wednesday and Thursday. She makes sure that the members who volunteer for helping are able to stand for long periods of time and are tall enough to hold up large quilts. Workers in this room need to be able to fold and stack quilts; plus follow directions. This room requires that workers turn cell phones off and work quietly. The chair keeps track of all the quilts that have been judged and are to be judged. She records the winners in each category for the scribe and the ribbon chair. This chair is responsible for the smooth running of the judging and needs the knowledge to answer any question the judge may ask and the ability to make an unbiased decision if necessary. Each day begins at 9am and ends at 3pm. Wednesday and Thursday.

QUILT PLACEMENT

This position filled

This chairperson with her workers, decide where each quilt in the show will be hung, so that the show has a pleasing layout. Photos are taken at turn in to help with placement. Placement charts are reviewed on Wednesday and Thursday. The placement committee works with the hanging committee, letting them know where each quilt should be hung. After all quilts are done they will help store any bins and extra equipment out of site before leaving. Tuesday turn-in. Thursday 3-5pm and Friday 9am – 5pm

QUILT HANGING

This position filled

This chairperson oversees the hanging of the quilts with her helpers. The placement is done by the placement committee. The workers on this committee need to be able to walk, stand and carry quilts to where they are needed. Two hanging teams with at least 4 seems to work well. If at least two people on each team are able to climb ladders, then we are good. After all quilts are hung, they will help store any bins and extra equipment out of site before leaving. Friday 9am – 5pm .

We are always looking for ladder capable folks to help out on Friday with quilt hanging. If you can get on a ladder to help hang quilts, let Liz Doyle, Janine Smith or Joyce Austin know.

QUILT TAKEDOWN

This position filled

The chairperson over sees the take-down and orderly stacking of the quilts when the show is over. Her workers fold each quilt and place them in numerical order. When all quilts are down and in order the chairperson tells the return chair that the quilts are ready. Sunday after the show.

Quilt take down is another busy time. If you or someone you love is willing to help get quilts down on Sunday evening, please let us know.

QUILT RETURN

This position filled

This Chairperson oversees the return of quilts ensuring that the quilts are returned to the right person. She makes sure that it runs smoothly and there is no confusion. Return can begin after all quilts have been taken down. It takes as long as it takes no matter what. Sunday after show.

EQUIPMENT TAKEDOWN

This position filled

This Chairperson will coordinate the work crews for takedown of quilts and then equipment. First this chairperson will be certain that the takedown and return groups have all the tables that they need. Once they are setup, she will ensure that two ladder crews work safely with quilt catchers and folders to get all quilts down. Once the quilts are settled, she will make sure that poles come down and are organized by type for bundling and transport by the movers on Monday. Bases should be dismantled and stacked for transport. Muslins to be returned to hangers and put on rack.

FLORAL DECORATION

This position filled

This Chairperson purchases 20 plants to be sold at the show. She can decorate them as she sees fit (within reason and budget). There will be 10 for Saturday and 10 for Sunday. The plants will be numbered and paid for at the member sales table. Before the show and Friday

SCRIBE

This position filled

This chairperson needs a computer and dictating skills. She will take down the judges' comments during judging. She will then print them out and for return with the quilt.