

# Quilt Show Staffing – 2010

## Job Descriptions

Check in – Sorters: Helps sort quilts into alphabetical order to be checked in. Helps put quilts into numerical order to be ready to put out onto the show floor.

Check in – Runner: Helps bring quilts in from vehicles. Helps puts the quilts in staging area in numerical order and puts quilts out on the show floor at the location the quilts are to be displayed.

Check in – Verifiers – Verify quilts on drop off lists are at the fairgrounds in alphabetical order.

Check out – Runners: Bring quilts that have been taken down and put back in their bags to the sorting area.

Check out – Sorters: Quilts are sorted into drop off order by last name of quilter to help the check out crew to verify all the quilts are returned to the correct drop off location.

Check out – Verifiers – Verify quilts on drop off lists are accounted for and are ready to be returned to correct pick up sites.

Community Service Greeter: Talk with attendees about Preemie project and have them arrange blocks.

Community Service Quilter: Sew Preemie quilts at the show.

Front Tables: Take admission fees and check hand stamps at front doors.

Hanging & Set up: Hang quilts in teams of four, according to the Layout plan. Help with set up of various QA booths. Collect quilt bags by row, fold them, tie them together, and put them into the storage closet during the show.

Hostess – Watch quilts in an area large enough that it requires movement by the hostess. Interact with quilt show visitors to share information about the quilts in the quilt show.

Hostess – floater: Make sure hostesses know what they are supposed to do. Give hostesses and security breaks, if needed. Make sure hostesses are in their designated areas.

\*Merchant Mall Set Up: Help with setting up the Merchant Mall

Quilts to Go: Sell the small quilts made by QA members to visitors. Interact with quilt show visitors to share information about the quilts.

Pin Sales/Membership: Sell quilt show pins and memorabilia and sign up new members at the show

Printing/Signs Help – Help with assembling Gifts of Soft Comfort scrapbook page display signs and other special display posters

Preview Party – Set up: Help set up the Preview Party.

Preview Party – Hostess: Help with the serving of refreshments during the Preview Party.

Preview Party – Clean up: Help with the clean up of the Preview Party.

Preview Party Front Table – Give out programs & help with nametags at the Preview Party

Publicity Help – Help the Publicity Committee distribute posters and other publicity items before the quilt show

Raffle Sales: Sell raffle tickets. This can be done at the preview party and at the show.

Security: Watch a designated door to be sure no quilts leave and check for hand stamps for re-entry. Security people need to remain in their assigned positions at the end of the day until either the Quilt Show Chair or the Staffing Chair releases them.

Set up/Take down Signs: Hang signs before show. Take down signs after the show.

\*Set up Standards: Help Layout chair person with putting quilt support structures in place for set up crew, being sure that the correct pole lengths are put out according to the layout plan.

Staffing: Check people in/out for their work shifts, locate their nametags, and direct them to their work stations. Prior to the show, help with contacting membership to sign up for assignments, and to mail/e-mail notifications.

Staffing/Other: Help staffing person with miscellaneous jobs that arise.

Stuff Programs: Put ballots into programs

\*Take Down Quilts/Standards: Take down the quilts and support structures. Take down all the tables and chairs.

Take Down Pole Runner / Bundler: Help take down Special Handling Quilts with the Special Handling Chair people. Pick up poles from floor and take to pole staging area. Sort and bundle poles by size to go to storage. Help load poles to vehicle going to storage.

\*Take Down Storage Load and Unload – Load trucks at Fairgrounds to go to storage; unload the trucks at the storage unit.

Tally: Help with counting the votes from attendee ballots.

Vendor Relief / Floater: Give vendors restroom and lunch breaks. Give hostesses, security or other QA workers restroom breaks, as needed.

The \* indicates that we need people who are physically able to do the heavy lifting required for these jobs.

Please bring anyone you can to help with these jobs. Thank you.