

Quilt Show Staffing – 2012

Job Descriptions

Prior-Drop off Supply assembly: Help Drop-off chairperson assemble the bags and supplies for the drop off locations. Contact Drop Off Chair for date, generally in January

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

***Tues-Storage Load/Unload:** Loading sheets, hanging rods, and other equipment from storage into a truck, transporting to the fairgrounds and unloading at the building.

***Tues-Set up/Drape Sheets:** Sort and put up sheets on the standards to be ready for Wednesday set up and quilt hanging.

***Tues-Set up, Site/Equipment:** Distribute tables and chairs, hanging rods, and other materials as needed in the building during set-up

Wed, 8-10-Check in – Sorters/Verifiers: 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. Verify quilts on drop off lists are at the fairgrounds in alphabetical order.

Wed, 8-10-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.

***Wed 11-1, Merchant Mall Set Up: Help with setting up the Merchant Mall** marking the booths and setting up tables/chairs. I think it's worthwhile to specify this as a particular set-up role to try and recruit volunteers with specific interest in vendor set-up and relations

***Wed/Thurs-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.

Thurs-Stuff Programs: Put ballots into programs on Thursday afternoon prior to the Preview Party.

Thurs/Sun-Set up/Take down Signs: Hang signs before show and put out the sandwich board signs. Take down signs and collect sandwich board sign after the show.

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

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

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

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

Thurs-Preview Party Front Raffle – Sell Raffle Tickets at the Preview Party

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

At Show-Community Service Quilter: Sew Preemie quilts at the show.

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

At 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.

At Show-Floater - Give hostesses and security breaks, if needed. Make sure hostesses are in their designated areas.

***At Show-Library Book Sales:** Organize and sell magazines and books at the show for QA Library. Need to be able to lift magazine boxes.

At Show Membership: Sign up new members at the show

At Show Memorabilia: Sell quilt show pins, cd's and memorabilia at the show.

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

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

At 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.

* **At Show 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.

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

At Show Vendor Relief : Give vendors restroom and lunch breaks.

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

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

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

Sun-Take Down Pole Runner / Bundler: 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.

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

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.