



Starlight Quilters Guild Policies and Procedures

Quilt Show Committee

Description of Role –

Coordinate all activities of the Guild's quilt show

Annual Responsibilities –

Create Quilt Show theme

Coordinate collection of Guild quilts for display

Generate marketing (Facebook, website, bookmarks, etc)

Recruit vendors

Secure location

Encourage members to assist with making craft items for the boutique and snacks.

Recruit and schedule volunteers to assist with set-up, disassembly and to work at the show in whatever capacities are needed.

Maintain an inventory of quilt show equipment

Maintain storage facility to store quilt show equipment.

Responsibilities at Guild Meetings –

Provide updates

Recruit volunteers

Responsibilities to the Board of Directors –

Provide a summary of activities planned for the upcoming year to the Board prior to the January Board meeting.

Provide an update of activities within your Committee to the President one week prior to each Board meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year for the committee's needs before the October Board meeting.

Website, Newsletter and Facebook Expectations –

Keep the website up to date with details

Utilize Facebook to advertise the event.

Provide a newsletter update, monthly at least 6 months prior to the event.

After the event, report number attended, money raised, ribbon winners, include 6-10 pictures.