

## Westshore Quilters' Guild: Quilt Show Committee Job Descriptions

# Admission Chair Duties

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The Chair is responsible for greeting all guests at the quilt show (including guests arriving by bus), selling admission tickets, fastening wristbands and directing guests to activities/Information desk.

The Chair will:

1. Read all materials from past shows carefully. Liaise with previous Admission chair where possible.
2. Ensure adequate supplies of wristbands are available. Submit any requirements to Advertising Chair.
3. Submit float requirements to Show Treasurer.
4. Greet guests as they arrive. Greet buses outside arena and arrange for monies and wristbands ahead of time for bus guests. Sell wristbands and fasten on each guest. Provide each guest with voting slips. Maintain cashbox. Liaise with Show Treasurer as needed for money requirements.
5. Submit projected budget to show treasurer.
6. Submit itemized bills to show treasurer.
7. If you are not able to attend scheduled committee meetings, a report to the show chair must be sent in so quilt show committee can be informed of progress.
8. Submit a final report to show chair one week after show and hand in pertinent committee files and equipment.