

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

# Upsy/Downsy Chair Duties

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The Chair is responsible for calculating the plan to lay out the quilts in the show, hanging the quilts and taking them down at the close of the quilt show.

The Chair will:

1. Read all materials from past shows carefully. Liaise with previous Upsy/Downsy chair where possible.
2. Liaise with Registration Chair to obtain database of quilts to hang in the show.
3. Make the mathematical calculations for the hanging of the quilts. Distribute a plan to the volunteers hanging the quilts at the show.
4. Oversee the hanging of the quilts during the show set up. Ensure ground sheets are laid out to protect quilts.
5. Oversee the taking down of the quilts during the show tear down. Ensure ground sheets are laid out to protect quilts.
6. Submit projected budget to show treasurer.
7. Submit itemized bills to show treasurer.
8. 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.
9. Submit a final report to show chair one week after show and hand in pertinent committee files and equipment.