

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

# Guild Store Chair Duties

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The Chair is responsible for organizing a store to display and sell the member's items during the quilt show.

The Chair will:

1. Read all materials from past shows carefully. Liaise with previous guild store chair where possible.
2. Encourage members to make products for the store. Update guild members via newsletter & meetings of Guild Store.
3. Ensure Guild merchandize is available for sale at the store.
4. Ensure adequate numbers of price tags are printed and provide Price Tags to members.
5. Provide Inventory Sheets to each seller.
6. At the quilt show, inventory each form against in the incoming items prior to being put in store.
7. Set up the store to entice the sales of the merchandise. Keep shelves/tables restocked.
8. During the show, maintain the inventory balance of seller's items sold on their inventory sheets.
9. After the show, inventory each form against items being returned to each seller, prior to them being returned.
10. Take down the store at the end of the show.
11. Submit projected budget to show treasurer.
12. Submit itemized bills to show treasurer.
13. 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.
14. Submit a final report to show chair one week after show and hand in pertinent committee files and equipment.