

Westshore Quilters' Guild: Quilt Show Committee Job Descriptions

Signage Chair Duties

The Chair is responsible for maintaining an inventory of available lawn signs for the Quilt Show. Signing the lawn signs out to guild members at meetings prior to the quilt show. Collecting the signs after the quilt show and returning them to the WQG locker.

The Chair will:

1. Read all materials from past shows carefully. Liaise with previous Signage chair where possible.
2. Collect lawn signs from WQG locker.
3. Make an inventory of the signs. Make up and print a sign information sheet. Two meetings prior to the quilt show, sign out the lawn signs with information sheet to willing members.
4. After the quilt show, arrange for the return of the signs and take all signs (cleaned and inspected for condition) to the locker.
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.