

Westshore Quilters' Guild: Quilt Show Committee Job Descriptions

Information Chair Duties

The Chair is responsible for greetings guests, ensuring guests entering the quilt show have paid and are wearing their wristbands, maintaining the information table, lost & found, door prizes, and microphone.

The Chair will:

1. Read all materials from past shows carefully. Liaise with previous Information chair where possible.
2. Greet all guests as they enter the quilt show. Ensure all guests are wearing wristbands.
3. Maintain the information table. Provide answers to any queries that arise. Maintain a lost & found box. Keep possession of the arena microphone. Make and distribute a children's I Spy Game. Distribute small prizes to the children. Maintain the door prize ballot boxes. Guard the door prizes.
4. Submit projected budget to show treasurer.
5. Submit itemized bills to show treasurer.
6. 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.
7. Submit a final report to show chair one week after show and hand in pertinent committee files and equipment.