

Westshore Quilters' Guild: Quilt Show Committee Job Descriptions

Insy/Outsie Chair Duties

The Chair is responsible for intake of the quilts prior to the show and distribution of the quilts to their owners after the show.

The Chair will:

1. Read all materials from past shows carefully. Liaise with previous Insy/Outsie chair where possible.
2. Liaise with Registration Chair to obtain database of quilts to hang in the show.
3. Set up tables and ground sheets to take in the quilts on the day of the quilt show. Ensure details are accurate. Liaise with Upsy/Downsy committee to ensure quilts are taken to arena for set up.
4. Set up tables and ground sheets to take in quilts from the quilt show at the closing. Ensure details are accurate. Inventory against registration form. Return quilts to owners observing protocols.
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.