

Westshore Quilters' Guild: Quilt Show Committee Job Descriptions

Registration Chair Duties

The Chair is responsible for collecting information for registration brochure (if required) and for collecting and assembling the details of the quilt show quilts. You will maintain a database of the quilts in the quilt show. Each quilt at the quilt show will have a card attached with details of size/pattern/maker/quilter etc.

The Chair will:

1. Read all materials from past shows carefully. Liaise with previous registration chair where possible.
2. Your name will be on all requests for information about hanging quilts in the show. A generic email may be provided.
3. Quilt Show quilt categories will be determined by quilt show committee.
4. Determine a timetable for quilt registration and submit it to the quilt show committee.
5. Distribute a quilt registration form to each WQG guild member in good standing. Collect returning forms and maintain a database of quilts in the quilt show.
6. Provide final database to the Insy/Outsie committee. Assist the Insy/Outsie Committee with the quilt intake prior to the show and dispersing at the close of the show.
7. Ensure a descriptive card is made and attached to each quilt hanging in the show.
8. Submit itemized bills to show treasurer.
9. 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.
10. Submit a final report to show chair one week after show and hand in pertinent committee files and equipment.