

**ASSIGNMENTS FOR THE QUILTING GUILD OF THE VILLAGES
2015 SHOWCASE OF QUILTS**

ANGELS – Take a post at various stations in the Quilt display room during the Showcase to show attendees the features of the quilts; answer questions as able; promote interest in quilts on display

ANTIQUÉ QUILTS – Solicit antique quilts from members; receive and return quilts to owners; prepare notes for readings; set up and take down antique quilts

BOUTIQUE – Determine and communicate the requirements for items to be sold in the Boutique; arrange for collection of items; set up boutique at Showcase; solicit volunteers; keep track of Chapters' proceeds; return unsold items to Chapter (or determine how to dispose of them)

CHALLENGE QUILT – Determine requirements/theme for Challenge Quilt; purchase and prepare focus fabric(s); prepare and sell packets; collect entry fee; maintain list of entrants

CHINESE AUCTION - Work with vendors who have rented booths at the Showcase to collect the items donated for the Chinese Auction; package items in baskets; prepare tickets & envelopes; sell tickets at Showcase

DEMOS – Solicit Guild members interested in demonstrating quilt techniques; create schedule & order needed facility items (overhead mirror, table, microphone, etc)

GREETERS and PEOPLE'S CHOICE AWARD - Work at Showcase entrances selling tickets & distributing programs; direct people to areas of interest; prepare People's Choice voting ballots; hand out ballots/pencils; collect votes as people leave Quilt room, tally results of voting

JUDGING/SHOWCASE CHECK-IN/CHECK-OUT – Check Quilts in and out at Judging 2 weeks prior to Showcase; assist during Judging as needed; Check Quilts in and Out at Showcase

PUBLICITY – Contact Newspapers, local stores, quilt guilds, etc to advertise the Showcase; write up copy for newspapers/interviews; prepare flyers, bookmarks, any other items and distribute to appropriate outlets in timely fashion.

QUILT HANGING & TAKE DOWN – Train volunteers on hanging system; solicit volunteers for hanging of quilts the evening before Showcase; take down the last evening of the Showcase.

RIBBONS/CERTIFICATES – Design & create Ribbons needed for winners of awards; Create certificates for winners.

SILENT AUCTION – Determine & communicate the requirements for items to be included in the Silent Auction; display items at Showcase; solicit volunteers to work at the Silent Auction "booth" at Showcase

VENDORS – Solicit vendors to sell booths at Showcase, prepare & distribute contracts; collect fees; assist during showcase if facility issues arise