

Gulf States Quilting Association

olicies and Procedures

Quilt Show Director

Policy Statement

The Quilt Show Director shall plan, publicize and direct the biennial quilt show, held in an area determined in consultation with the Board of Directors; present a budget, and plan for the location, schedule, activities, programs, and merchandise to the Board of Directors for approval one year prior to the show; present a report at the first board meeting following the show; keep a permanent file of all materials, supplies and reports pertinent to the office to be transferred to the successor.

Procedures/Standards and Roles & Responsibilities:

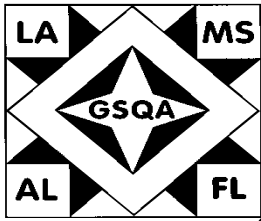
- A. With Board approval, secure a location for the show and present all contractual documentation for approval by the President.
- B. Secure a vendor to provide piping and hang quilts.
- C. Prepare a proposed budget and present copies to all board members at least one year prior to show.
- D. Secure and supervise the follow show committee chairs:
 1. Lobby/Reception
 2. Entrance tickets
 3. Merchants mall
 4. Show pin design
 5. Onsite Logistics
 6. Opportunity Quilt display and ticket sales (note: Opportunity Quilt design and construction chair is to be appointed by President-Elect).
 7. Ribbons
 8. Ribbon embellishments
 9. Catalog
 10. Luncheon
 11. Publicity
 12. Door Prizes
 13. Docents

Policy History

Original Date: June 2009

Reviewed: March 7, 2016

Approved: June 2016



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14. Registration of quilt entries
15. Receiving of quilts
16. Judging of quilts
17. Silent Auction at Luncheon
18. Quilt hanging and removal

- E. Approve all Voucher Request Forms for expenditures
- F. Maintain records on all expenses and receipts
- G. Keep all board members fully informed of all activities of the quilt show.
- H. Provide copies of report to all board members at each board meeting.
- I. Obtain insurance for the show.
- J. The decision to award cash prize and the amount of these prizes will be determined by the Board.

Specific duties of committee chairs:

Lobby/Reception – Be responsible for taking tickets at front door, maintaining order in lobby and advising facility personnel of any accidents or other incidents.

Entrance Tickets – Be responsible for selling tickets, handing out show booklets and prize lists, keep accurate count of number of admissions and daily receipts. Provide show director a written report at close of show. This task usually involves two people present at all times.

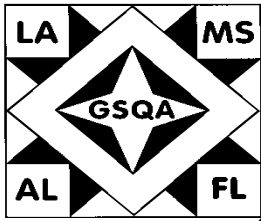
Merchants Mall – Be responsible for securing vendors, signing contracts, collecting fees, etc. Be in attendance during show setup and take down to supervise vendors. Be responsible for advising all vendors of facility regulations regarding food and drink in area of Merchants Mall and show.

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On-Site Logistics - layout of quilts, vendors, special exhibits, demonstrations, walkways, lobby entrance

Show Pin Design – Working within the theme of the show design a pin (design to be approved by Board of Directors). Secure a vendor, and have pins made. Pins are then turned over to the Ways and Means Chair for sale.

Opportunity Quilt Construction – The President-Elect chairs the committee to design and follow through to final construction of an opportunity quilt as specified in duties of President Elect. At the time of the first viewing of quilt at General Meeting, the quilt is turned over to the Quilt Show Director.

Opportunity Quilt Display & Tickets – Be responsible for displaying quilt and selling tickets at all functions prior to the show until the close of the show. Keep accurate record of all ticket sales and receipts and furnish the Show Director periodic reports as well as a final report.

Ribbons – Be responsible for inventory, determine number of each normally awarded and securing ribbons needed for the show. After all quilts are hung at show this person is to pin ribbons on winning quilts. (This is usually done after all other workers are gone from room to maintain confidentiality).

Ribbon Embellishments – Be responsible for construction of embellishments to be placed on all ribbons awarded at the show. This embellishment should be within the theme of the show.

Catalog – Be responsible for compiling and having printed the catalog and winner list.

Luncheon – Be responsible for securing a location, choosing a menu, selling tickets, receiving tickets at the door and working with the Rosebud Auction Chair on the luncheon.

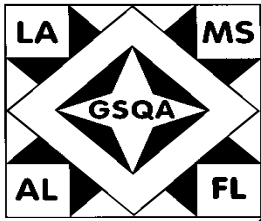
Publicity – Be responsible for all publicity for the show, including radio, newspaper articles and advertising, mailing of flyers and any other way of publicizing the show.

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Door Prizes – Be responsible for securing door prizes to be used at show functions.

Docents – Be responsible for securing and scheduling sufficient docents to handle showing of the quilts and assuring that visitors to the show do not touch the quilts.

Registration of quilts – Be responsible for receiving and recording all Quilt Entry Forms and monies.

Receiving of quilts – Be responsible for receiving quilts to be judged, sorting into correct categories. This person is also responsible for transporting all quilts to the show facility working with the hanging/removal chair, and returning all quilts that must be mailed or shipped.

Judges/Judging – Be responsible to secure two certified judges and arrange for their transportation and housing. Oversee the judging process while being very careful not to influence the judges in any way.

Silent Auction – Be responsible for securing items to be auctioned, making a list to be provided to luncheon attendees, handling the auction, keeping accurate records and providing a final report to the Show Director.

Quilts hanging and removal – Be responsible for properly and attractively hanging all quilts entered into the show. Be responsible for removal of all quilts at the close of the show and the proper return to their owners.

Treasurer – Be responsible for payment of all expenses incurred for the show and prepare accurate reports including a final report at close of show. This person is to be the GSQA Treasurer.

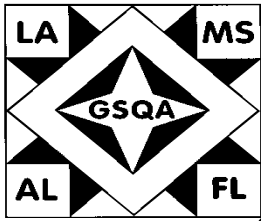
President - The GSQA President should take an active part in the show, including being Mistress of Ceremonies at the luncheon, introducing the Show Director and luncheon Chair.

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1. **President-Elect** – The GSQA President-Elect should take an active part in the show helping in any way she can.

As of August 25, 2012 the GSQA Board decided "free entry" would not be offered to anyone volunteering, working or attending the GSQA Quilt Show.

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