

TOWPATH QUILT SHOW 2025 SUB-COMMITTEES

QUILT SHOW CHAIR: **Vicki Swanson** 315-430-1471 vickiscottswanson@gmail.com

The Quilt Show Chair will recruit leaders to chair the various committees needed to ensure a successful Quilt Show. She will organize meetings, communicate with the leadership and the guild members, and have a good general knowledge of all committee progress and activities.

Treasurer: Jane Stopher 315-441-8625 jsstopher@msn.com

Track income and expenses within designated categories set by the Guild Board; report to Guild Board on a monthly basis. Provide petty cash to cash boxes; distribute, secure and collect. Provide detailed accounting of quilt show finances within 30 days of show end.

<u>COMMITTEE</u>	<u>Chair(s)</u>	<u>Phone</u>	<u>Email</u>
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Admission Table	Carol Long & Jan Sernett		
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Lead persons(s) will recruit for admission table coverage at show, secure hand stamp, hang Towpath banner behind table, sell admission tickets, distribute programs, be prepared to answer attendee questions, and provide a rough count of attendance. Optional: recruit team to make favors

Boutique	Denise Elliott
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Lead person(s) will recruit volunteers for set up and sales during the show. She will determine the type of products to be sold and encourage guild members to donate appropriate products. Products will be priced, transported and set up.

Challenge Quilts	Wednesday Stitchers
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A minimum of six month prior to the show, lead person will issue the Challenge to guild members, outlining the parameters of the challenge quilts to be made. She will encourage members to participate and set a deadline. She will consult with the Guild Board regarding quilt submission, voting, and display at show.

Consortium Basket	2024-2025 Consortium Rep.
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Lead person will encourage donations from Guild members to the Consortium Basket, providing guidance on what to donate. She will recruit volunteers to process Consortium members' entries into the raffle and secure a stamp for the Passports. She will arrange for pick-up of basket if winner is not present.

Demonstrations

Lead person will recruit guild members to provide three 20 minute demonstrations per show day (total of 6) and provide a schedule as needed. She will ensure appropriate set up of the demonstration space at the show.

Food

This task will vary depending on location of show.

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COMMITTEE Chair(s) Phone Email

Hostesses

Lead person will recruit, train and schedule hostesses for the duration of the show. Hostesses ensure guests are welcomed and assisted as needed.

Printing **Cheryl Sacco**

This person will secure information and pictures necessary to produce Raffle Quilt Tickets, Postcards, and Posters. She will work with a printer to obtain items in a timely manner at an approved price. She will coordinate with the Program person to print the program prior to the show.

Program **Rachel Ivy Clarke**

This person is responsible for gathering all information and documents for the Program and coordinating with the Printing person to ensure copies are ready for the show. She will solicit advertising for the Program, collect those funds and remit them to the treasurer. She should have adequate word processing skills to accomplish the tasks.

Publicity **Terri Feola & Marilouise Mattson**

Lead person will recruit guild members to assist in promoting the show. Posters and/or Postcards are to be distributed to a variety of locations county-wide as well as to quilt shops in the Upstate area. The team should seek as many opportunities as possible to promote the show through print and social media.

Quilt Pre-Registration **Rachel Ivy Clarke & Cyndy Smith**

Lead person is responsible for development of tools (forms and process) to register all quilts. She will process all entries accurately and create a variety of reports for use by several committees. She will print the Quilt ID cards for the show.

Quilt On-site Registration **Barbara Western**

Lead person will define a process for drop-off and pick-up of quilts at the show site. She will recruit and train an adequate number of assistants to process incoming and outgoing quilts efficiently and accurately.

Raffle Baskets **Missy Albert**

This person will encourage guild members to create and donate a wide variety of baskets which will be raffled at the show. She will arrange the raffle basket display, manage the raffle process at the show, including the cash box, and recruit help as needed.

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Raffle Ticket Sales **Cathy DiBernardo**

The lead person is responsible for distributing raffle quilt tickets to all guild members for sale, collecting and tracking those funds, and managing the sale of any additional raffle quilt tickets when there are opportunities prior to the show. She will make timely deposits of funds or provide those funds to the treasurer for deposit at least monthly. She will recruit persons to sell tickets during the show.

Raffle Quilt Travels

To be determined

Ribbons

The lead person will recruit a team to determine the style of the award ribbons and construct them according to the various categories. This team will consult with the Quilt Show Committee to determine the categories for Quilt Registration and awards prior to registration forms being distributed. They will provide clothespin clips for ID cards, prepare a ballot form (& copies), collect and count the submitted ballots and award the ribbons at the end of Day 1 of the show.

Service Projects Display **Cathy Lee**

The lead person will develop a display which highlights the various ways the Guild is in service to the community and beyond. She will recruit persons to be present at the display throughout the show to answer questions and promote the guild.

Set Up/Take Down

The lead person will recruit a core team to be responsible for determining the layout of the quilt show and the approximate number of quilts to hang, being mindful of the other activities requiring space within the venue. She will be responsible for determining the number of pipe & drape units needed and for ensuring the transportation of the quilt hanging system. She will also recruit additional volunteers for the physical set up and take down of quilts, in coordination with the Quilt Registration team.

Signs In & Out **Debbie Bender**

This person will become familiar with the venue and determine the types of signs that may be needed to direct guests within the facility. She will produce and hang the signs. She will determine if and where outdoor signs are needed and place those accordingly.

Special Exhibit **Donita Whelan & Terry Richey**

Lead person will present the exhibit vision to the guild and promote participation. She will recruit assistance as needed to collect and display the participating quilts.

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COMMITTEE

Chair(s)

Phone

Email

Vendors

Deb Greenspan

This person will solicit vendors to be present at the show, following guidelines set by the Quilt Show Committee regarding number of available spaces, size of space, and associated costs. She will collect and remit rental fees to the treasurer promptly, tracking confirmed vendors and their needs. Information on vendors will be provided to various entities to promote their presence. She will also manage the load-in and load-out, recruiting assistance if needed.