



CHAMPLAIN VALLEY QUILTERS GUILD  
ANNUAL QUILT SHOW

**PUBLICITY COMMITTEE CHAIR**

**JOB DESCRIPTION**

1. Attend meetings set forth by the Quilt Show Committee.
2. Select co-chair and/or appropriate help to carry out duties.
3. **DUTIES:**
  - Carry out directives from the Chair and Committee
  - Review previous year's records. Discuss at Quilt Show Committee meetings.
  - Participate in budget preparation for Publicity Committee
  - Establish firm timetable
  - Send informational letters to all quilt-related magazines and publications for submission in their calendar of events.
  - Send paid ads to upcoming quilt events as per directive of the Chair.
  - Notify TV and Radio stations, local newspapers as directed by Committee.
  - Responsible for printing materials as per directives of the Quilt Show Committee regarding printing of raffle tickets, informational cards, large and small posters, and whatever else the committee feels is necessary.
  - Responsible for distribution of all publicity materials.
  - Keep accurate records of expenses and submit same to Committee Chair for approval. Payment of expenses to come from appointed Treasurer.
  - Keep good records of all activities carried out by the Publicity Committee to include samples of letters, cards, posters, etc. Hand over ALL records to Show Committee Chair at close-out meeting for safekeeping for the next year.
  - Prepare final report for close-out meeting.