

CVQG QUILT SHOW TIMELINE - ACTION ITEMS BY MONTH

JANUARY

- Meet with Previous Show Chairs
- Speak to Shelburne Farms
 - Establish Date / Discuss Issues
 - Ask what they would like for quilt as reimbursement
- Committee Chair Positions Filled
- Determine Theme and Special Exhibit
- Raffle Quilt Started
- Inventory Storage Unit and Publish
- ~~Database for Postcards Updated using signups from last show~~
- Publicity Group Meeting with chairs
 - Start contacts for publicity
- Make arrangements for Printing special rates
- Decide on catalog vs simple list of quilts so ad sales can begin
- Determine deadlines for --
 - Catalog submissions / Quilt Entries / Catalog Ads/ Vendor replies
- Determine Judging Point System
- * Registration Form updated if necessary for Judging info, dates, etc
- Decide number of vendors and if want same to return
- Contact Sponsors for Financial Support
- Prepare Ads for Maple Leaf and VQF Shows

FEBRUARY

- Reserve Tables/Chairs from Vermont Tent Co
- Food Vendor decided / reserved
- Church (Faith United Methodist) reserved for Quilt Receiving
- Registration Group Meeting w/ Registrar, Catalog, Judge, Catalog Ad Chairs
- Begin Contacts with Vendors
 - Need to notify those not being asked back
- Posters and Brochure Printing begun
- Determine Budget by Committee, present to Guild Board
- Publication Notification begun to magazines

MARCH

- * Registration Form finalized and put on Guild Website
- Brochures to Rug Hooking Show at Shelburne Museum
- Judges decided upon and contracted
- Speaker determined and contracted
- Raffle Quilt in Production
- Guild Announcements - Ask for Quilts to Show and Silent Auction entries

need logo. In April Newsletter

APRIL

- Catalog Requirements determined and given to all chairs
- Raffle Prizes requested from donators, give list to Raffle Tkt chair
- Prepare for May Guild meeting to get signups for CV Fair Sales volunteers
- Encourage Registrations at Guild and in Newsletter (Publish Registration form)

for later

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MAY

- Raffle Tickets Printed
- Vendor Letters sent
- Raffle Ticket Sales plan in progress, pictures of quilt top to volunteers
- Determine Building Layout esp. Demos, Special Exhibits, Silent Auction, Vendors
- Decide number of Contest and Special Ribbons
 - Ribbon Design Approved and production begun
- * Encourage Registrations at Guild and in Newsletter →

*Reg. forms finalized +
put on website +
in Newsletter!*

JUNE/ JULY

- Encourage Registrations at Guild and in Newsletter
- Ⓧ Brochures to VQF for their Show
- Arrange 'Across the Fence' Interview on WCAX (Tammie)
- Send registration forms to Out of Towners
- Brochures to Distribution Organization
 - Be sure they don't distribute until early October
- Decide if survey is needed and establish questions

v. choice letters, B.O. shaw letter

Done 4/21/07

Done 6/27/07

AUGUST

- Newsletter - Give status and ask for Volunteers to signup at meeting
- Volunteer Sheets prepared for the Sept / Oct Guild meetings
- Vendors finalized - Ask them for number of add'l tables needed (std 1/single booth)
- Contact Catalog Advertisers - need response with copy and money by Catalog deadline
- Articles written for local newspapers - send to monthlies at end of Sept
- Get Judge's Quilt Descriptions and Bios for catalog
- Meet with Ribbon Committee to see ribbon status
- Raffle ticket sales at Champlain Valley Fairgrounds during Fair

SEPTEMBER

- Layout for Show finalized and given to Catalog
- List of signs required for Show - assign coordinator
- Articles to local town papers -- Weeklies by beginning of October
- All Catalog Data due to Catalog Chair
- Artistic Director Layout work begun
- Establish timeline / checklist for week of Show
- Reconfirm VT Tent and Caterer
- Reconfirm with Shelburne Farms
- Guild meeting - hand out publicity information for distribution
- Newsletter - Last chance to enter quilts in Show
- Value estimates to Treasurer for Insurance purposes
 - Show quilts, Special exhibit, Raffle Quilt
- Arrangement with Printer and Prices negotiated for Catalog
- Reconfirm with Church for Receiving
- Preview Reception and Judges Luncheon menu established

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OCTOBER

- Volunteer signup list given to each area chair -
 - Judging, Artistic Director, Silent Auction, Raffle, Crafts
- Prepare script for Across the Fence taping
- Make sure posters are up in key locations
 - Shelburne Rd and Williston stores
 - Hairdressers, Drug Stores, Local Diners
- Paid Ads arranged for Free Press and Seven Days
- Send Invitations and Tickets to Sponsors, Shel Farms,
and VIPs (Raffle Prize donators, Shel Farms, Raffle Q fabric donator)
- Arrange checks from Treasurer for Vt Tent and Judges
- Contact Free Press and Seven Days for Articles
- * Admissions materials prepared and collated
- Vendor Layout to Vendors for their planning
- Guild Meeting - Hand out Publicity for Distribution, sign up volunteers
 - Ask volunteers to bring ladders and extension cords for setup
- Determine who will transport Quilts from Receiving to Farms
- Determine who will transport racks and contents of storage unit to Farms
- Brochures and Posters to Craft Show at CV Fairgrounds (lots)
- Artistic Director given all Show entries to do layout
- Postcards mailed 3 weeks before show to list previously established

End of October

- Visit local hotels with fresh stack of brochures
- Get Raffle Prizes from Donors
- Catalogs Printed
- Go through timeline of week with Show committee
- Prepare Nametags for Vendors, Guild Officers, Show Committee Chairs
- Silent Auction quilt receiving complete, pictures taken and cards printed

Prepared by --
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Show Co-chair
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