

TRADITIONAL SHOW COMMITTEES (10/00)

Admissions	Coordinates admissions/entry/receipts/volunteers who work at the entry table.
Volunteers	Coordinates Volunteers--particularly calling week or two before to confirm, also filling gaps.
Special Displays	Organizes any special displays--in the past, this has included antique quilts, a depression-era quilts display, last year's wearable art show
Silent Auction	Organizes silent auction of small quilts
Raffle Quilt	Coordinates piecing, quilting, binding of raffle quilt
Raffle--tickets, prizes	Organizes the "business end" of the raffle--prizes/tickets
Catalog	Oversees the show catalog--tasks include writing copy, preparing for printer, assembling
Advertising	Gets advertisers for show catalog
Publicity	Gets the word out to newspapers, event calendars, advertisers, oversees design/production of flyers, posters, info cards, press releases, signage
Sponsors	Coordinates sponsors (Howard Bank, kinkos, House of Sewing)
Registration	Coordinates registering, receiving, returning quilts from show
Vendors	Contacts and makes arrangements for Vendors
Judging	Oversees judging tasks: id's and contacts judges and coordinates lodging; coordinates judging friday before show, including scribes, scoring
Ribbons	Coordinates making/procuring ribbons for prize-winning quilts.
Judge's Lunch, etc	Organizes lunch & morning coffee for judges
Preview Reception	Organizes preview reception for judges, sponsors, etc before main show opening
Show Decoration	Organizes banners, flowers, theme decoration
Artistic Director	Using floorplan, frame sizes, photographs of quilts, arranges layout of show.
Lighting	Working with artistic director, organizes lighting of quilts.