# 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

## April
- Catalog Requirements determined and given to all chairs
- Raffle Prizes requested from donors, 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)
**CVQG QUILT SHOW TIMELINE - ACTION ITEMS BY MONTH**

**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

**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

**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

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