

CATALOG RESPONSIBILITIES

If you are different from the Registrar:

Make sure you get completed registration forms on a regular basis. It will be much easier entering them a few at a time through the summer and fall, than it will entering them in the last 2 days before the catalog deadline.

The catalog will need to go to press about 10 days before the quilt show. That gives them enough time to print it, and get it back to you before receiving. The Judging Chair will need copies of the catalog for judging day -- don't give out others before the show.

Basic guidelines for the catalog are to take a look at a past year's catalog, and use that as a general reference.

Ads: Be in contact with the Vending/Catalog Ads Chair. They will let you know when things should be coming in. Catalog ads should arrive to you camera ready. We just cut and paste them.

Keep an envelope for the checks that arrive with the ads for the treasurer.

Special sections Get write-ups from the following people to include in the catalog:

- *Guild president
- *Anyone in charge of special exhibits
- *Challenge chair, to announce the next year's challenge
- *Show Committee chair, to announce next year's theme