

Let me preface these instructions by saying that the original concept of the show designer was that was the only part of this job - This job was conceived when I and Joyce Oakley were co-chairs at the Shelburne Museum. We as co-chair oversaw the hanging of the show and were responsible for the hanging. The job has appeared to develop into incorporating all aspects of designing and hanging the show. This is a big job for one person and I would recommend that the designer work in coordination with additional people who are willing to be in charge of hanging the show and directing the volunteers as to how to do that.

#### Instructions for Quilt Show Designer

The following information is only a suggested set of directions as how the show designer needs to accomplish the job.

1. Get a complete list of the registrations as soon as possible from the registrar, the reason being, it take at least a total of 17-24 hours to put this together. We need to establish a firm deadline so that the registrar can complete all the tasks required of her without being burdened at the last minute. Having a computer to accomplish this is very helpful, but not required. This list should contain any additional information about the quilt such as special exhibits, challenge, mystery, double sided etc. You would need this information if you plan to put these quilts together in a separate exhibit.
2. Be sure that the registrar lets you know if any quilts are withdrawn or do not get received and what the reason might be. It is your responsibility to make sure all entered quilts are in the show, but occasionally there are changes.
3. I have done the labels for the quilts in the past Name of Maker, Town, # and title. Occasionally the registrar wants to do this (but best to check). Placing them on the quilts should be the last thing done (another way to check if any quilts are missing). Also check with the judge chairperson about ribbons and the list of the quilts which should have ribbons on them.
4. I had taken on the responsibility of taking all the quilts home after judging and bringing them to the show set up the following morning. This requires a truck or van as there are a large quantity of quilts. This year 2001 I elected to take a portion of the quilts and Mitzi and Wilma took the remained the morning of set up.
5. Be sure to check the total number of quilts on your design with the original total given to you by the registrar. It is easy to get numbers of quilts and the amount mixed up.
6. I do the design by size of quilts rather than going by the pictures. The reason being, it is nice to have two of the same size quilts on either side of the frame.

Report on the 2001 Quilt Design

Shelburne Coach Barn

Jeanette Mann

7. The frames are 8ft to 10 ft. I convert to inches and then determine what size rods you need. Smaller quilts require the rod to be sticking out the ends of the uprights. This looks just fine. 100x100 quilts require 3 10 ft rods.
8. It is helpful to attend the judging. It helps to familiarize yourself with the quilts and how to hang unusual shapes or wearable quilts.
9. When scouting out the location, be sure to get an accurate floor plan with measurements of all openings or windows. This is important because sometime a wall is not the exact length you think it is for hanging a quilt.
10. Trying to use both sides of a frame this helps to keep the number of frames acceptable. Wasting a frame on one quilt can be a problem. We have purchased more frames this year (2001). Last year, I designed around 90 quilts. This year we have over 150 and that is not including the use of frames for the silent auction quilts, or a few special exhibits. Frames can be at a premium.
11. Attending the set up of the show is essential as you need to interpret the design to the volunteers who are setting up. ( I have included this year's design and the individual frame tables that I use as a tool for accomplishing a quick and hopefully accurate set up). It can take all day to set of the show even with careful planning. This year there were too many quilts for the space and it should be decided on a total number of quilts allowed for next year with a cut off. Because of this I was unable to fit my design as planned and this made it much more difficult to get the show hung in a reasonable amount of time.
12. Be sure to include space for walking around the quilts (3ft minimum). I have used u-shaped designs, cube designs, zigzag designs and flat against the wall designs. If the show is hung in the Shelburne coach barn again, it will be necessary to be sure to include more space around the quilts for handicapped access. Fortunately those who needed this space said it was adequate, but it was a little tight.
13. Quilts over 100 feet are best put on one frame and against the wall. They are large and somewhat wavy/unstable if they are in a row with another quilt on the other side.
14. Sue McGuire is the frame expert and has unselfishly volunteered to be around for set up for at least the last 8 years. She is invaluable. Her knowledge of how to set up the frames is priceless.
15. The storage bags for the quilts are placed inside the sleeve at the top of the rod.

**The following are thoughts for next year :**

**Make a space on the application form that identifies if the quilt is part of a theme, mystery, challenge, etc.**

The quilts should be received in clear bags and paper labels marked with the number of the quilt on it. No other wrappings or bags or tissues should remain with the quilt. These are difficult to keep with the quilt during the show and usually get separated or lost before the quilts are returned to people. We can buy a box of the clear bags to put quilts in if they don't arrive in the proper fashion. Reason for this: many bags contain other than quilts – sometimes garbage which may be tossed out by mistake.

Get some 9 ft poles. They make the larger quilts hang better than on 10ft which leave them too high off the floor.

I have always considered it part of the job to attend and conduct take down, but perhaps the designer chair could find someone willing to do this part of the job.

The vendors should be admitted after noon time. It is difficult to keep out of each others way, if everyone starts at 8:00 AM.

If the show is going to be at the Coach Barn perhaps they would let us set up a day or two earlier.

It would be ideal if we could hang the show on Thursday, judge on Friday hopefully finishing before the preview. If you are using the Coach Barn (judge's lunch could be done right there also). This is the way it was done when we were at the museum – except we started on Monday and finished on Thursday.

A calculation of the numbers of quilts we can fit in the room is essential.

Mix up the show quilts more with vendors.

Get more people assigned to help clean up all part of the show on Sunday night , by that time the co-chairs and other volunteers are really worn out. These people should be willing to help put supplies in people's cars and stay until lights out.....

We had a shortage of ladders this year – perhaps this was my fault since I didn't ask any one to bring them. At any rate we needed more. People should be willing to leave them until Sunday take down, or the people doing take down should be asked to bring some.

Doing both registration and the quilt show booklet is perhaps overwhelming for one person and should be too separate jobs.