

Utah Quilt Guild

Policies and Procedures for

Annual Quilt Festival

Policies:

Teachers who are **not** members of the UQG will be paid less price of membership per class, with the exception of the National Teachers who will be paid per their contract.

Annual Quilt Festival Committee Chairs and UQG Board Members will also receive the following compensation credits: Each person will receive one credit per position served with the following exceptions, the President, the Past President, the President Elect, Treasurer, Quilt Festival Registrar, Quilt Show Chair, and Property Chair will receive 4 credits. The UQG webmaster, the UQG Secretary will each receive 2 credits. Each credit may be used for one night hotel paid by the guild or may be used as Quilt Festival registration and/or class of meals to match the approximate value of a night at the hotel. If there are co-chairs of the position, the compensation may be divided between the co-chairs, but not to exceed the value of the credits associated with the position. If the compensation is not used during the Annual Quilt Festival, it is forfeited and may not be converted to cash nor differed to a later year. Compensation is non-transferable.

Teacher selection committee will be comprised of the following positions: President, President-Elect, Past President, and Teacher Chair. Others may participate at the PastPresident's discretion.

All changes in fee structures (dues, class fees, registration, etc.) must receive UQG board approval before implementation. Budgets and proposed fee structure is to be presented to the UQG Board in March for approval.

Procedures for QF Committee Members:

****NOTE:** The Executive Committee Members for the **Utah Quilt Guild** are also the Executive Committee Members for **Quilt Fest**.

President:

1. Attends all meetings of the committee including the teacher selection committee and the wrap-up meeting.
2. Makes a list of UQG board members for compensation for the UQG Annual Quilt Festival.
3. Conducts the business portion of the luncheons.
4. Consults with the Past-President to determine announcements to be made at the luncheon.
5. Prepares pattern / handout for blocks to be made by the membership as a “thank you” gift for the past president. Publish the information in the *Beeline* twice. Collects the blocks and presents them to the past president at a Quilt Fest luncheon.
6. Follows through on Quilt Fest survey results for the next year’s Quilt Fest, passing on names of people willing to volunteer, suggested changes etc., to appropriate people.
7. Informs a volunteer at the Registration Desk of their whereabouts, so that they can be contacted to handle any problems that arise.
8. With the Quilt Fest Committee, reviews any potential changes to the policies and procedures, then presents resulting proposed changes to the Utah Quilt Guild Board for consideration and approval.

Past President:

1. Attends UQG Board Meetings.
2. Organizes Utah Quilt Guild’s Annual Quilt Festival to be held at a place of her/his choosing during the Fall, if possible.
3. Chooses national teachers, theme, committee, and luncheon menus.
4. Responsible for regular monthly articles for the *Beeline* to introduce the national teachers.
5. Responsible for determining number of days for the event.
6. Responsible for determining schedule (classes, quilt show, luncheons, vendors’ mall, etc.,) and presents this to the UQG board at the March meeting.
7. Presents a proposed budget no later than the March UQG board meeting for approval. Adjustments to the overall budget may be made with UQG board approval. Adjustments within the overall budget may be made without UQG board approval.
8. Presents schedule of committee meetings at February meeting of the UQG board.

9. Serves on the teacher selection committee and selects other members as desired.
10. Responsible for teacher and venue contracts.
11. Submits a list of committee members to the hotel with the number of nights to be billed to UQG based off compensation credits.
12. With the Treasurer, presents an accounting of expenditures after all financial commitments have been disbursed to the board no later than the February UQG Board meeting of the following year.
13. Will be available during the UQG Festival for problems that may arise.
14. Inform a volunteer at the registration desk of their whereabouts, so that they can be contacted to handle any problems that may arise.
15. Introduces national luncheon speakers.
16. Introduces the Annual Quilt Festival committee, and current UQG board members at one of the luncheons.
17. Presides over mandatory wrap-up meeting with the Quilt Festival committee.
18. Works with the President-Elect (who is the co-chairman of the Festival committee) in connection with the Quilt Festival.
19. Provides thank you notes at conclusion of Quilt Festival to sponsors and those shops or guilds that provided donations. Assistance may be provided by Quilt Fest Committee Members or UQG Board members. While individuals may write thank-you notes to donors, do not rely on them to complete the effort.
20. Prepares a thank you article after Quilt Fest for the Beeline, acknowledging the gifts and organizations that supports Quilt Fest, either as “sponsors” or as “friends of the guild.”

President Elect:

1. Serves as co-chair of the Annual Quilt Festival.
2. Attends all meetings of the committee including the teacher selection committee and the wrap-up meeting.
3. Be prepared to be available at the registration desk during the Quilt Festival.
4. Solicits candidates for the Silver Thimble Award. Contacts a member of the chosen candidate’s family who may invite guests to the presentation. The UQG will pay lunch for up to three of the candidate’s immediate family. Any other guests need not pay registration, but they do need to pay for their lunch
5. Presents the Silver Thimble Award.
6. Selects venue, unless we already have an extended contract, and national teachers for his/her Annual Quilt Festival.

7. If needed, assists treasurer with collecting and counting of monies during Quilt Festival.
8. Oversees the Quilt Fest Scholarship Program. (Optional)
9. Prepares a survey with questions to solicit volunteers, gather information for specific purposes *i.e.* *Beeline*, and determine member preferences that will be considered for subsequent Quilt Festivals.
10. Compiles the surveys and prepare a summary for the UQG board.
11. Coordinates with local guilds to display quilts at lunch.
12. Informs a volunteer at the Registration Desk of their whereabouts, so that they can be contacted to handle any problems that may arise.

In addition to the President-elect, President and Past-President, the following UQG board members serve on the Quilt Festival committee:

Vice President:

1. Have tri-fold membership brochures available at Quilt Festival.
2. May be asked to assist board members with additional duties if conflicts arise.

Treasurer:

1. Attends all days of the annual quilt festival.
2. Responsible for collecting monies from Quilt Festival booths and registration.
3. Deposits monies to bank during Quilt Fest.
4. Fills in if needed at registration desk, collects monies for classes, luncheons, etc.
5. Writes and distributes checks to teachers according to contracts.
6. Writes checks for quilt show winners and quilt show judges.
7. With the Past President, makes financial settlement with the hotel and convention center according to contracts.
8. Provides the UQG board with a final statement of income and expenses for the Annual Quilt Festival by the November Board meeting and final report by the February Board meeting of the following year.
9. Provide tax donation statement to shops who provide donations to the guild of more than \$100. Also, provide tax donation statements to major individual donors as requested.

Secretary:

1. Keeps the minutes of the Quilt Fest Committee meetings and the minutes of the business portion of the UQG Quilt Festival.
2. Keeps a roster of QF Committee members and a record of their attendance at QF meetings.
3. Provides minutes of a previous meeting to Quilt Fest members or can read minutes at the next meeting for approval.
4. Notifies members of QF Committee meetings.
5. Keeps a file of minutes from all QF meetings, official correspondence, and committee reports.

Property Chair:

1. Assists with the purchasing of new property that maybe needed during Quilt Festival.
2. Keeps an inventory of Quilt Festival property.
3. Is responsible for the transportation of Quilt Festival property from the storage unit to the venue and back to the storage unit when Quilt Fest is over.
4. Notifies the President of any damage or upkeep needed on Quilt Festival property.
5. Responsible for lost and found
6. Responsible for any property borrowed from another organization (i.e., quilt stands) during Quilt Festival and is responsible for making sure all of the parts are returned to the lending organization.
7. Sets up and takes down classrooms. Requests volunteers to assist with set up and take down.
8. Distributes UGQ property to classrooms as needed. It is suggested that:
 - a) Two ironing boards | Ironing surfaces, two irons, and one cutting matt are placed in each classroom. The boards usually go in the national teachers' classrooms; ironing surfaces are placed in local teachers' classrooms.
 - b) Tape paper sacks or other garbage receptacle to each work area, generally two per table.
 - c) Work with the custodial staff to determine number of extension cords needed in each room and place them as appropriate.
 - d) Place a white board, markers, and eraser in each classroom.
 - e) Place additional property as needed in registration and/or vendor area.

- f) Checks rooms each evening and empty/replace bags as needed.
- g) Collects all UQG classroom property at the end of the Annual Quilt Festival.

Webmaster:

1. Works closely with appropriate Quilt Fest Committee Members to create a website that facilitates registration for Quilt Fest that may include classes, meals, quilt show, volunteer positions, etc.
2. Assists in maintaining and updating website to reflect real work changes as needed.

Additional Annual Quilt Festival Committee Members:

Chairs in the following areas: teachers, quilt show, volunteers, registration, brochures, vendors, table favors, door prizes, teachers' pets, mini-quilts, auction art, make-it/ take-it, orphan blocks, history, media, charity quilts, publicity.

These positions may be grouped, combined or eliminated as needs/preferences dictate. One person may also fill up to two positions. Other positions may be added as needed by the Past President and as approved by the UQG Board at the March meeting.

Quilt Fest Committee members are to be UQG members in good standing and are expected to represent the Utah Quilt Guild in a positive manner during their tenure.

Quilt Fest Committee members are expected to assist with communication efforts, by providing information to the Beeline Editor for articles, articles for the brochure, and may be requested to provide other information to Area Reps or others, to help promote the Guild and Quilt Fest.

Quilt Fest Committee members transition information to new Quilt Fest Committee members during or after Quilt Fest to assist with a smooth transition for the following year.

Publicity Chair: (Optional)

1. Writes articles for local and statewide newspapers.
2. Invites media to cover Annual Quilt Festival.

3. Works with media, (i.e., KUED and KUER) to secure public service announcements on both.

Quilt Show Chair:

1. Coordinates with Quilt Fest Chair to determine when and where the quilt show can be judged and hung.
2. Draws up plan for placement of the quilts.
3. In coordination with Quilt Fest Chair, establishes rules for the show and determine categories and prizes to be awarded. Shares this award information prior to Quilt Fest with the Treasurer
4. Presents this information to the Quilt Fest Committee in early spring.
5. One category is the “Jean Christensen Hand Quilting Award” \$200 per year award until funding is depleted.
6. One category is the Patsy Shelton Award, \$100 per year until funding is depleted. Award is selected by family or friends of Patsy to reflect a quilt they believe Patsy would appreciate.
7. Prepares article for the Beeline related to rules for publishing during the spring.
8. In the *Beeline*, advertises drop off date and drop off locations.
9. Prepares the quilt show entry form for inclusion in the brochure or on the website and in the Beeline.
10. Orders the ribbons.
11. Coordinates with local quilt shops and Area Reps and prepares registry form for use at drop-off locations to use as a check for pick-up.
12. Appoints a hanging and dropping committee.
13. Selects the judges for the show. The Quilt Show Chairman and Judges must recuse themselves from any awards or monies. They may elect to have a special section of the quilt show labeled Quilt Show Chair and Judges Quilt Display.
14. Prepares judging form.
15. Works with judges to determine quilt’s compliance with the rules for awards. If necessary, confer with the quilt maker to make the determination.
16. Prepares description card for each quilt with quilt maker’s name, title of quilt, “story,” etc. to be secured to quilt after judging.
17. Coordinates hanging of the show to include quilt description cards.
18. Submits a list of winners to the treasurer as soon as practical after judging is complete.
19. Announces winners of Quilt Show during a meal, and places ribbons on quilts. Monies, as appropriate, are available from the Treasurer

- and if not picked up during Quilt Fest may be delivered when quilt is returned.
20. Works with Treasurer to deposit cash/check funds received for Quilt Show registration.
 21. Before the end of Quilt Fest, provide a list of donors (and what they have donated) to the Quilt Fest Treasurer.

Charity Quilt Chair: (Optional)

1. Maintains relationship with charitable organization(s).
2. Determines charitable project(s) to be undertaken.
3. Makes arrangements for the transfer of funds and/or quilts to the charitable organization.

Teacher Chair:

1. Sends requests for proposal to prospective teachers.
2. Publishes a request for proposal in the February *Beeline*.
3. Submits list of those prospective teachers to membership chair before teacher selection meeting. Teachers who are not members of UQG will be paid \$20 less per class.
4. Attends all committee meetings. Serves on the teacher selection committee.
5. Sorts class submissions by category for the class selection meeting.
6. Prepares and sends contracts to teachers whose classes were selected.
7. Notifies those whose classes were not selected.
8. Responsible to make class signs or work with the Convention Center to make signs for all classes at Quilt Fest.
9. Responsible for getting signs in place at least 30 minutes before each class begins.
10. Responsible for providing a large diagram of the facility that will be posted during the festival.
11. Prepares and collects Teach Feedback Survey.

Brochure chair:

1. Prepares Information for Quilt Fest suitable for publishing on the website, based on inputs from Quilt Fest Committee Members.

2. Forwards brochure with color photographs to the Webmaster for inclusion on the UQG website. Works with Webmaster and other Quilt Fest Committee Members to modify website as needed to reflect real world changes after initial publication.

Registrar:

1. Receives registration materials.
2. Checks membership status.
3. Emails confirmation of registration.
4. Works with volunteers at registration desk to solve registration problems.
5. Works with treasurer to deposit cash/check funds received during registration.
6. Prepare Website for online registration.
7. Keeps track of online registration waiting list and credit card payments. Works directly with participants to correct registrations, including issuing refunds as appropriate.
8. Prepares name tags before Quilt Fest.
9. Hands out name tags at the registration desk.
10. Prepares a name tag for the national teachers, Quilt Fest Committee Members that coordinate with the theme and which is different from the registrations.
11. Orders lanyards as needed and stores them.

Merchants' mall (Vendor) chair:

1. Coordinates with Quilt Fest Chair to determine number of vendors and size of booths that can be accommodated in selected area.
2. Solicits local quilt shops as well as national/ regional vendors to participate.
3. Assists vendors with set-up.
4. Arranges layout of merchants' mall.
5. Takes care of any and all tax and business licenses that may be needed for the merchants' mall.
6. Note: First consideration should be given to those who advertise in the Beeline.
7. Works with Sponsor Chair and Door Prize Chair to minimize contacting vendors multiple times for similar requests.
8. Contact the Special Events Unit of the Utah State Tax Commission to complete any paperwork need for the vendor mall.

Special Events Unit: specialevent@utah.gov

Utah State Tax Commission

Phone: 801-297-6303

Teachers' Pets Chair: (Optional, generally combined with Volunteer Chair)

1. Match teacher's pet requests with those volunteering to become teacher's pets. Volunteer must be registered for the class in which they are assisting.
2. Prepare a list of responsibilities for the teacher's pet.
3. Be available at registration desk to hand out teacher's information packet before classes.
4. Take teacher's information packet to class in the event that the teacher's pet does not pick up materials before class.
5. Notifies Teachers' Pet of their responsibilities.
6. A small token of appreciation may be given to each teacher's pet.

Table Favors Chair:

1. Acquires table favors for each of the luncheons within the budget provided.
2. Appoints a committee to assist with placing table favors on tables before each luncheon.
3. Before the end of Quilt Fest, provide a list of donors (and what they donated) to the Quilt Fest Treasurer and Quilt Fest Chair, if necessary.

Door Prizes Chair:

1. Maintains donor contact list.
2. Requests door prize donations from vendors, manufacturers, craft stores, etc. and or members. Merchants who donate will be acknowledged during Quilt Fest. Requests should be solicited started approximately 6 months prior to Quilt Fest.
3. Tracks all donations/prizes received and thanks donors.
4. Together with Vendor Coordinator determines number of times that prizes needed to be given away.
5. Gives away prizes at Quilt Festival.
6. Before the end of Quilt Fest, provide a list of donors (and what they donated) to the Quilt Fest Treasurer and Quilt Fest Chair.

Art Auction Chair:

1. Requests area representatives to solicit one auction donation from each chapter for Annual Quilt Festival. Art baskets should consist of new items, or very gently used items. Antiques are also welcome, but not items such as used art supplies or scraps of material.
2. Collects donations as they are brought to the convention center.
3. Works with Quilt Fest Chair to select auctioneer if needed.
4. Collects silent auction bids at closing and creates a listing of winners. Provides Treasurer with listing of winners and amounts to be collected. Contacts winners who are not at Quilt Fest at the time to coordinate collection of auction item at purchase price.
5. Collects Viewer's Choice ballots and announces winners of the Viewer's Choice award. Provides list to Treasurer so Treasurer can provide prize money if applicable.

Make-it/ Take-it: (Optional, may be part of Retreat Room Chair Responsibilities)

1. Within the budget allotted, purchases materials for a small make/take item.
2. Prints directions for the item, if necessary.
3. Assists attendees with completion of the item.

Orphan Blocks Chair: (Optional)

1. Plans, with the assistance of the past president, how orphan blocks will be utilized. This would include both the act at Festival and distribution of finished orphan block projects.
2. Works with the past president to purchase quilting items i.e., batting, yarn, fabric, and thread as needed.
3. Is responsible for sorting of materials.
4. Write articles for Beeline concerning orphan blocks.

Volunteer Chair:

1. Arranges for volunteers to serve designated shifts as needed during the

Annual Quilt Festival.

2. Arranges for job description, duties, and cell phone numbers of volunteers to be posted at each volunteer site.
3. Makes a large poster for Registration area listing volunteers and any open spots.
4. Arranges for a thank you to be given to each volunteer or a drawing for a prize. (Optional)
5. In coordination with the Teacher Chair and the Quilt Fest Chair, arranges for National Teachers to have dedicated local volunteer to coordinate transportation to/from airport, ensure teacher has dinner companion if desired, provide local transportation if needed for local errands, etc. This volunteer may sit at meal events with the National Teacher and may assist during meal presentation day with presentation (holding quilts, etc.) or vending items for the National Teacher.

Mini-Quilt Chair:

1. Requests area representatives to solicit mini-quilts for Annual Quilt Festival, giving each rep. sizes and specifications.
2. Writes articles for the Beeline with mini quilt sizes and specifications as requested by Quilt Fest Chairman.
3. Provide a small thank you gift, such as candy, small notion, or maybe 5 chances to anyone that donates a mini-quilt to the Guild.
4. Labels each mini-quilt with a number that corresponds with an envelope.
5. Hangs mini-quilts and supervises the mini-quilt table during Quilt Festival.
6. Responsible for purchasing tickets for the mini-quilt table.
7. Responsible for announcing winners of the mini-quilts.

Lunch Reservations:

1. Determines layout of dining area with Quilt Fest Chair.
2. Provides information to Registrar about how many dining positions are available.
3. Receives lunch purchase list from Registrar.
4. Creates tickets for meals. It is best to have a different color for each meal and to have tickets printed on card stock. Business card size is best.
5. Provides Registrar tickets.
6. Make table assignments. Prior to Quilt Fest, develops a layout assigning people to tables, trying to accommodate seating requests.

7. Notify participants of seating arrangements prior to Quilt Fest.
8. Provides daily seating assignments that can be posted on a board outside of the dining area.
9. Works with Caterer for special meal requests and how they will be delivered.

Hand Quilting Donation Quilt: (Optional)

1. Arrange for a hand quilting project to be set up and available for festival participants to work on..
2. Arrange to donate the completed quilt to a charity.
3. Have all supplies for working on the quilt available, i.e. needles, thimbles, thread etc.
4. Responsible for obtaining, setting up, and taking down the quilt frame.
5. Advises volunteer coordinator of need for volunteers.
6. Coordinates with the Holiday Auction Quilters (usually they are responsible for staffing this position)

Meet the Teachers Night: (Optional)

1. Meet the Teachers may be held the evening before the first class begin. Admission is to be determined by the Quilt Fest Chair.
2. Teachers are expected to attend, unless otherwise noted in their contract. Teachers will not be charged for admission. Each teacher, including National Teachers, will display the projects to be taught and indicate whether the class still has openings. All teachers will be available to visit with class participants.

Retreat Room Coordinator: (Optional)

1. Determine with Quilt Fest Chair layout and location of the retreat room.
2. Provides information to Registrar about how many daily positions and weekly positions are available for purchase.
3. Prior to Quilt Fest, develops a layout assigning people to tables, trying to accommodate seating request. Only one person is assigned to a table.
4. In addition to other compensation, is provided an assigned seat in the retreat room at no additional charge.
5. Opens retreat room each morning and closes retreat room at the end of the evening.
6. Is responsible to enforce retreat rules, such as no personal irons, no

- outside food or drink, and only one person at each table. Walks around the room periodically to ensure the rules are being followed.
7. Assists with retreat room set up and break down.

Decorations and Table Centerpieces Coordinator: (Optional)

*NOTE: Table décor that consists of small quilts (approximately 20" by 20" to 25" x 25") are better received if they are offered for purchase than items that have bulk and height, such as vases, glassware, etc.

1. Determine with Quilt Fest Chair what type of table décor and other decorations are desired and determines appropriate budget.
2. Collects any decorations prior to Quilt Fest.
3. Decorates tables. If decorations are for sale, creates tags that can be used to purchase decorations.
4. Assists Treasurer with purchases and monitors purchases to ensure only one person has purchased the table décor.
5. Assists with collection of unsold décor at end of Quilt Fest and returns items to Quilt Fest Chair for further disposal.
6. Before the end of Quilt Fest, provide a list of donors (and what they donated) to the Quilt Fest Treasurer and the Quilt Fest Chair, if necessary.

Mystery Quilt Chair: (Optional)

1. Develops pattern for mystery quilt, based on number of days at Quilt Fest.
2. Distributes pattern at specified times during Quilt Fest.
3. Prepares and shows a completed quilt on last day of Quilt Fest.
4. Organizes showing of prior year Mystery Quilts for lunch on last day of Quilt Fest.

Sponsorship Chair:

*NOTE: Sponsors are those people/organizations that provide funding to the Utah Quilt Guild. Funds may be earmarked for specific items (such as quilt show awards) or may be provided for general use. Those organizations providing items, are not considered sponsors, but are considered "Friends of the Guild."

1. If not a separate person, these responsibilities fall to the Quilt Fest Chair.
2. Works with Vendor Chair and Quilt Fest Chair to identify and contact potential sponsors and "Friends of the Guild."
3. Collects funds and notifies Beeline, Brochure, and Registrar of those

individuals or organizations that are Sponsors or Friends of the Guild so appropriate recognition may be made during Quilt Fest and throughout the year.

4. Works with Vendor Chair and Door Prize Chair to minimize contacting vendors multiple times for similar requests.

Opportunity Quilt/Fundraising:

1. If not a separate person, these responsibilities fall to the Quilt Fest Chair.
2. Develops a quilt to be used for an opportunity raffle. Quilt should be available at the business meeting of the year the Quilt Fest Chair is President of the Quilt Guild so as to showcase it for the upcoming year.
3. Works with Area Reps and Utah Quilt Guild Board Members to have the quilt available for showing and tickets available at various venues and events or at local chapter meetings.
4. May determine other merchandise to be sold to be centered primarily around Quilt Fest.

Swap Meet Chair: (Optional)

*NOTE: Swap Meet should not conflict with vendor mall times.

1. Determines with the Quilt Fest Chair when and where the swap meet will be held in conjunction with Quilt Fest.
2. Works with local chapters and individuals to sell “space” at the swap meet.
3. Ensures swap meet is cleared away at proper time.