

YAKIMA VALLEY QUILTERS' GUILD

Bi-Annual Quilt Show

Committee Chair Job Descriptions

Revised 8/7/2023.

Show Chairperson - Organize the show, determine necessary committees, assign people to the committees, oversee the committee chairpersons and manage the funds. Work on the proposed budget comparing cost from the previous show. Present this to the YVQG board January of prior year to the show. Conduct meeting and sub meetings as needed. Meet with convention center as needed. Sign contracts as needed. Show Chair has access to YVQG email.

Show Co-Chair - Assist Show Chair as needed, learn for chairing next show, arrange for banner hanging over 1st Street and Yakima Ave. Call Eagle Sign Company 6 months prior to reserve the space to hang the banner on 1st and Yakima Ave. Arrange to have them hang the sign the Monday prior to the show and remove the banner the following Monday. Return the banner to the storage shed. Oversee compilation and printing of show program. Distribute yard sings to members at the 2nd meeting in April, sign them out and have members return them in May. The signs are in the storage unit. Sign contracts as needed.

Admission, Tickets – Order 1000 wristbands for attendees. Check inventory before ordering. Order January of Show year. Color does not matter. Manage the admission table during the show. You will also be provided a Square for credit and debit cards. Coordinate with hostess chairman for staff for the admissions table and raffle table. Plan for at least four to six from 10 to 12 the first day and the second day. Two can handle the admissions after lunch. Raffle ticket sales are usually just one person. Cash boxes need to be turned in at shift change and the chairman needs to assist with that. The boxes are counted in with the treasurer and each shift starts with a new box.

Demos – The vendor chair will contact vendors to see who would like to do demos. The vendor chair will then pass their contact information onto you. Check with vendors on demos prior to the quilt show. Create a time line for demos and pass this information onto the quilt show chair and co- chair so they can add that to the program. Assist vendors with their needs. Guild members can also do demos.

Featured Quilt Artist/s – Find a guild member quilt artist to be featured during the show. Prepare sign and arrange for display space. Select a local quilt artist if needed.

Flowers –combo Guild Committee and Quilt Show Committee: The contact person for the flowers is Samantha Graf at East Valley High School. Her phone number is listed below.

When it is an off year (2025) contact her around February. Tell her the guild wants to advertise the plant sale for her. Get the sale information so guild members can go out and buy flowers on the off year. Provide the information to the newsletter chair and the website chair.

Early September (2025) before the Quilt Show contact Samantha to let her know that the guild will be purchasing baskets for the Quilt Show (2026). This allows her to order supplies. Also get the expected price of the baskets. The order has been 25 mixed baskets. No personal orders. During the winter months have guild members pre-purchase the 25 baskets (actual cost only). You and your helpers will need to pick them up and deliver them on Quilt Show Set Up day, April 20, 2026. We hang or place them around the quilt display floor. At the end of the show, everyone that ordered a basket will pick it up and take it home.

Contact is (509) 573-444 or refer to the website

https://eastvalleyhigh.evsd90.org/apps/email/index.jsp?uREC_ID=1665365

Friendship Groups –January of the quilt show year, send information out to friendship groups before the show. Let the quilt show set up chair know how many booths you need. (No more than 6 and only one booth per group). On set up day place their box of quilts in the designated booth area. Return the boxes to the pick-up area when the show is over. Set up starts at 1 pm.

Guild Display – Seek out items for guild display beginning January prior to the show. Items can include lotto block finished quilts, comfort quilts, program night projects, workshop class projects. Nearly all these items need to be registered, brought and picked up by the person entering them. The registration form has a separate line for the guild display/project table. Thursday prior to the show set up the display about guild activities such as comfort quilts, Chemo Scarves, ice bags and workshop projects. Have guild information to distribute to new members including membership forms. You will also be provided a Square for credit and debit cards. You will have one to two tables as needed.

Hostess – Staff the show for committees needing staff, the show floor exit doors, and vendor breaks (if requested). Begin around March of the show year and have a complete list by early May of the show year. Individual charts for staffing and a master chair are available through the quilt show chair.

Music - Select and play music for the show.

Publicity/Broadcast Media - Manages all the announcements to the various media.

Publicity/Print - Poster and postcard production and distribution. Print postcards prior to Spring in the year prior to the quilt show. Have members take them with them when they visit quilt shows. Start distributing them to quilt shops and local stores after May of the prior year. Members can help with this.

Quilt Check in and Pick Up – Work with registration and set up chair prior to the show. Prepare envelopes prior to check in day. Set up to receive registered quilts the Wednesday prior to the show. Sort and prepare for quilt hangers. Set up for the return of quilts at 4 pm Saturday of the show.

Quilt setup/Take down –Organizes and supervises the quilt hanging and taking down of the show. Decide on the layout. Let your helpers know what time you want them to start set up Thursday prior to the show and tear down Saturday of the show.

Quilt Show Polo Shirt & Aprons - pick out polo/t-shirt color(s). Place order, collect money, distribute.

Quilters' Boutique (GUILD POSITION) – Begin asking for donation in September of the prior year. Obtain items to sell. Have a deadline for donated items. Work with your team to sort and price prior to the show. Set up the boutique Thursday before the show. Staff your boutique. Run the cash register. You will also be provided a Square for credit and debit cards. Supplies will be reimbursed through the guild budget.

Quilt Registration – The year prior to the show check with the quilt show chair to see if there will be updates and changes to the registration forms and letters that are sent out or posted. Review the updated information with the quilt show chair prior to sending it to the webmaster. Send necessary information for registration to the webmaster for posting. Send this information to all guild members and also the invitation list by email. Quilt registration form made, printed, distributed on request. Prepares printed forms that are attached to quilts during show, for the quilt show take in chair a week prior to the take in date. Registration begins in the show year February 2nd and ends April 4th, 2026.

Vendor Coordinator – January of the prior year and several more times. Advertises show to potential vendors; sends out, received/accepts application with deposits from vendors. Send vendor information to the webmaster for posting. Prepares vendor area. Liaison between show and vendors.

Quilt Show Challenge – Decide on a theme for the challenge. Write up a description with sample and distribute through email and the website. Open to all. Announce the challenge the year prior to the show. Hang the challenge quilts in the designated area.

Quilting 101 – Set up an area in the lobby. Include information about Quilting 101. One table provided.

Ribbons – Hand make the ribbons. 1st, 2nd 3rd place viewer's choice small quilts. 1st, 2nd 3rd place guild challenge.

Dates adjusted for 2026 show (January 2026)