

Guidelines for Hosting The Gathering of Quilters

The purpose of *The Gathering* is to assemble Quilters from Indiana, Michigan, Illinois and Ohio for a day of fun and celebrating National Quilting Day!

The Gathering Steering Committee which is composed of Host Guild's representatives from the past five or six years will pass on some guidelines and information to ensure a successful event in the following years. These are only guidelines and are not set in stone. You are encouraged to be creative in planning to make your Gathering exciting and new!

The Planning: this is a two year process mainly because engaging a speaker and securing a venue should be done well in advance. See next page to view Timeline and page four to view Committee Structure.

Choosing a Site: The Gathering is growing every year. Your site should accommodate 1,000 people plus room for vendors. Check Parking, Restrooms, Sound Systems, Stage, and availability of tables and chairs.

Vendors: space determines the number, allow plenty of aisle space between vendors. Choose a variety...fabrics, notions, embellishments, books, gift trends, quilting supplies of interest and sewing machines (only one or two). Too many vendors results in unhappy vendors and too few in unhappy quilters! If vendors are in the same room as the program, shopping will be unable to go on. Be sure your vendors are aware of the setup. Otherwise, vendors may be open for the duration of event hours.

Quilt Show: Larger Guilds may want to show only their members' quilts while smaller groups may invite other clubs to participate. Consider how to acquire and disperse the quilts.

Record Keeping: IMPORTANT for the next host!!! Keep records of mailing lists, vendor and door prize contacts, copies of letters, contracts, fliers and procedures. KEEP Everything and anything that may need to be referenced.

Mailings: First mailing to quilt guilds/clubs should be by end of August of preceding year. Info includes: Where, When, Speaker, Registration form and any additional info needed to promote the event to clubs. Mail informational Fliers to quilt shops and quilt shows at same time. Collecting Email addresses of Clubs/Guilds will help in communicating the event.

WEB Site: If the host club has an existing site it should be utilized in promoting The Gathering. The hosts' site may be linked to this current site: www.colorsgonewild.com/thegathering to access the information available. Colorsgonewild will cooperate with future hosts to provide up-to-date online info to quilters!

Hosting Frequency: as determined by the steering committee, a time span of five years is required before a Host Guild may repeat. EX: '04 to '09

The Program: Traditionally, the program has followed this structure...

Registration
Welcome, Roll Call
Speaker
Lunch
Show and Tell
Announcements of Awards and Winners of Block Exchange

Steering Committee:

Leatha Anderson: letharae@yahoo.com Sisters of the Cloth '04 & '09
Maxine Stovall: wratgirl@aol.com Sisters of the Cloth '04 & '09
Pam Fawley: dgpamfawley@hotmail.com Creative Threaders '08
Nancy Jacoby: info@nancyjsfabrics.com Vendor
Modena Mitchell: modenamitchell@frontier.com Sew Pieceful '08

TIMELINE.....

Lead time	Task
24 months	decision of club to host the gathering
18 months	select chairperson/ form committees steering committee meets: discuss objectives, budgets decide theme, design logo choose recipient of benevolence secure venue select/contract speaker inform this year's host to include in program book design flier to distribute at this year's "Gathering"
12 months	steering committee approves budget discuss any remaining issues committee heads establish timeline and report attend this year's gathering
10 months	committees meet as needed mail vendor invitations/contracts
8 months	steering committee meets monthly w/progress reports from committee heads prepare and mail registration packets to quilt clubs distribute fliers

contract w/caterer
 solicit door prizes
 solicit goody bag items
 solicit Ads for program
 order commemorative pin
 line up sponsors

3 months contact clubs/individuals for quilt exhibit (list in program book)
 set program

2 months name tags/registrations completed...mail 2 weeks out
 get program to printer
 begin to assemble goody bags/include program book
 confirm prizes for contests & door prizes
 confirm volunteers

Month Of final meeting for loose ends
 finish up goody bags
 make signage
 confirm set up requirements w/venue
 confirm menu w/venue...caterer
 have commemorative pins delivered (will need cash box w/change)

Week Of gather quilts for show
 last minute details...any unanticipated panic

DAY BEFORE DAY OF set up: registration area door prize area, contest area, stage area, hang quilt show, hang signage and move-in vendors
 registration
 shopping!
 AM program
 lunch & more shopping
 PM program
 tear down
 quilt pick-up
 vendor move-out
 clean-up

Follow up meet within two weeks...evaluate, update, make a date w/next host club to pass on "the records" and wish them luck!

Committees Objectives

Committees	Objectives
Steering Comm.	president and other officers of host club Chairperson of "the Gathering" all committee heads meet regularly for one year prior
Speaker	select and contract ASAP
Program	set agenda for the event identify mistress of ceremonies
Sponsors	identify and get pledges to cover budget as much as possible
Registration	send out information receive and record registration send checks to treasurer man registration tables "day of"
Vendors	contact and receive contracts to reserve space construct floor layout and assign booth spaces solicit door prizes/program ads line up service group to assist w/unloading and load-up assist with set-up the friday before assist with any needs the "day of"
Door prizes	gather items, establish method of distribution keep record of donors...post "day of"
Goody Bags	determine items to be included, collect and fill no. bags to be decided based on no. of registrations
Ugly Fabric Contest	establish method of voting, count votes "day of" co-ordinate and hang entrants get prizes
Block Exchange	co-ordinate and determine winners
Quilt Exhibit	contact quilt clubs and individuals arrange to get, store and return after the event make plans for display area and racks to hang quilts on co-ordinate hanging the Friday before event
Caterer	get bids, select menu co-ordinate with registrations
Volunteers	security, monitors, general help, clean-up
Program Book	write copy/graphic design work w/printer...have ready to go by mid-FEB co-ordinate all fliers/other printed materials

Publicity	Co-ordinate all promotional aspects... distribute fliers to quilt clubs and quilt shops PR for guild newsletters, radio, newspapers, magazines & internet
Treasurer	keep record of all income...make deposits keep record of all expenses...write checks
Commemorative Pin	determine a design locate supplier/ inquire of pricing sell pins "day of"
Site Coordinator	select venue/ get pricing liason between committee and venue work with venue regarding set-up requirements
Show and Tell	Distribute information cards in registration packets co-ordinate and orchestrate presentation of S&T (including narration)
Signage	identify signs necessary have printed and ready to hang/display "day of"
Raffle quilt	choose design co-ordinate assembly, quilting and binding

All Committee Heads are responsible for choosing their committee helpers and for submitting a budget to cover the anticipated financial needs to the Steering Committee for approval by the first full committee meeting. All bills should be promptly submitted to the Treasurer for payment.