EIHQ Quilt Show Volunteer Job Descriptions

Quilt Check In

Nicole Brathwaite

Monday – before Quilt Check In begins (1:00-3:00)

Set up the stations for quilt check in. It is helpful if the Volunteer Coordinator(s) provide a list of the volunteers who are signed up for Quilt Check In (setup and during check in).

Monday – after set up is completed (3:00-6:00)

This is both a sitting and standing job. Workers who sign up to be a RUNNER or PHYSICAL ARRANGEMENTS ASSISTANT need to be able to stand and move during the time the quilts are coming in. Workers at STATIONS will be sitting most of the time.

Note that there will be 2 forms printed for each person entering quilts (don't have to print your own forms). They will be given one of the forms that they must keep, and the other will stay with the Quilt Check-in/Check-out coordinator. The person must bring their check in form when picking up their quilts.

QUILT JUDGING ASSISTANTS AND RUNNERS

Megan Bracy and Brenda Mortenson (Judging)

Diane Pitlick (Ribbons)

Tuesday – Wednesday

JUDGED QUILT RUNNERS

Once the quilts are judged, RUNNERS will take the quilts to the designated areas where they will be hung for the show. Volunteers need to be mobile and willing to work extra hours as needed. You will not be busy the entire four-hour work shift.

JUDGE ASSISTANTS

The ASSISTANTS will be assisting the judge in the judging area. This job requires someone who can move around easily and can stand for long periods of time.

RIBBONS

The person(s) responsible for providing the ribbons and pinning them on the quilts will be selected ahead of time by the Quilt Judge Coordinator. There won't be a volunteer signup for judged quilt ribbons.

RAFFLE TICKET SALES/EIHQ GUILD INFORMATION

Debbie Wordehoff

Friday -- Saturday

Selling raffle tickets is a sit-down job. The raffle quilt will be displayed behind you. The sellers must count money and make change accurately. The sellers also will need to write down the names of members turning in raffle ticket money and their ticket numbers.

The coordinator will be responsible for giving the raffle ticket money to the EIHQ Treasurer for deposit, and requesting more cash during the quilt show.

There will be an additional table with EIHQ guild information. It is yet to be determined where the raffle and guild tables will be located, and if they will be together.

PHYSICAL ARRANGEMENTS

Kristie Mattson

Monday

- **Organize and set up the quilt show area with tables prior to Quilt Check-in. Set up worker check in.**
- **Setup Quilt Check-in AND quilt show area.**
- **Request board members meet earlier on Monday and bring any carts and dollies to help with load in. Unload totes.**
- **Assist runners in getting quilts to the appropriate area once they reach EBY Fieldhouse (judging or straight to appropriate table for quilt show).**

Tuesday

- **Hang white drape in the Kohawk Arena (lower gym).**
- **Distribute available tables in that area: vendors, EIHQ, admissions, raffle quilt, concessions, QOV, SOS, raffle baskets, quilts for sale.**
- **Place chairs in lower area.**
- **Hang signs and distribute chairs in quilt show area.**
- **Begin hanging quilts.**

Wednesday

- **Hang quilts – nonjudged, then judged as they come in.**
- **Set up boutique tables.**

Thursday

- **Hang judged quilts. Pin quilt labels next to quilts.**
- **Finish any areas that are not done. Place signs and easels.**

Friday – Saturday

- **Quilt Show**

Saturday

- **4:45-6:30: take down quilts and help prepare for quilt checkout.**
- **6:30-finished: Fold tables and chairs and place on carts. Take down white drape, fold and pack in totes. Pack hangers in totes. Pack up remaining guild equipment in totes Help load trailer.**

BOUTIQUE

Lori Barron

<u>Wednesday – Thursday</u>

Set up boutique items.

<u>Friday -- Saturday</u>

This job requires someone who can be on their feet for the three-hour shift. They will take tags off items that have been sold, count money and make change accurately, bag the items after they are paid for.

<u>Tear Down</u>: This job will help remove all items not sold. The volunteer should be able to lift and carry items to where they need to go.

BASKETS FOR SALE AND DECORATING

Michele Morris and Joanne O'Reily

Wednesday

Set up Baskets For Sale.

Thursday

Set up Decorating.

Friday -- Saturday

This job requires someone who can be on their feet for the three-hour shift. They will take tags off items that have been sold, count money and make change accurately, bag the items after they are paid for.

Tear Down: This job will help remove all baskets not sold. The volunteer should be able to lift and carry items to where they need to go. Decorations need to be picked up and packed in totes.

QUILTS FOR SALE

Mary Vandevender and Jayne Kremer

<u>Thursday</u>

Set up and hang quilts

<u>Friday -- Saturday</u>

This is a sitting job most of the time.

They will take tags off items that have been sold, count money and make change accurately, bag the items after they are paid for.

<u>Tear Down</u>: This job will help remove all quilts not sold. The volunteer should be able to lift and carry items to where they need to go.

WORKER SIGN-IN

Gail Williams and Anita Gillett

This is mostly a sitting job; however, workers may have to take volunteers to their designated areas. Sign-in workers will check names as volunteers arrive, hand out name tags, and may have to call "no shows."

<u>Guidelines:</u>

1. **Someone must be at the check-in table at all times. Keep an eye on any personal items left at the workers' table area. We recommend that volunteers keep their valuables be either locked in their car or kept with them during their shift.**

2. **Ask workers to check their names off and pick up their name tag (first name only). The volunteers should return their name tag at the end of their shift(s) when they are leaving the building, even if they will be back later that day. Some people are volunteering all day most days. In that case, it is OK for them to either keep their lanyard, or leave it on the Worker table ready to be picked up the next day.**

3. **Provide a map to the area where they will be working. You may be asked to walk with a worker to their specific area.**

4. **Call either Gail (319-651-6996) or Anita (319-551-0443) if you have questions, or if we are short any workers in any areas. There will be a membership list and the worker printout with phone numbers provided. Gail and/or Anita will be at the Worker table or somewhere in the building each day.**

5. **Worker volunteers may be needed to hold the front doors open for vendor/quilt show load in and load out, but the doors can't be propped open.**

6. **Worker volunteers may be asked to cut additional cardstock "Viewer's Choice" ballots, "Do Not Touch" signs, etc. using a paper cutter (will be provided).**
7. **Worker volunteers may be asked to stay in a vendor booth while the vendor leaves for a short time to get food, etc.**

QUILT CHECK OUT

Nicole Brathwaite and Kristie Mattson

Saturday – after quilt show closes (5:00-6:30)

Set up the stations for quilt check out and set out the tables for sorting. Take down will take down quilts and remove hangers. They will bring the quilts to runners who will be stationed at the sorting tables to fold quilts and place in piles according to quilter. All quilts will be taken down and sorted before check out will begin.

Saturday after setup is completed (6:30-8:00)

Workers at stations will be seated most of the time. They will pull the paperwork for the quilter. They will tell the runner the name. They will then go through the quilts with the quilter and sign off the form.

Runners will retrieve the pile of quilts as directed and return it to the check-out table.

All volunteers need to stay until all quilts have been returned.

ADMISSION TICKET SALES

Karen Bullard

Friday -- Saturday

Selling admission tickets is a sit-down job. The volunteers must count money and make change accurately. There is a one-day ticket and a two-day ticket. Remind patrons to pick up a re-entry ticket when they leave.

Volunteers will receive a special volunteer admission ticket and must show it whenever they enter the building during the quilt show if they are not volunteering that day.

NOTE that if there is a QOV presentation during the quilt show, special QOV admission tickets will be printed and handed out to those who are attending. The QOV chair will provide a list of names to the Admissions ticket chair.

DOOR MONITORS

Gail Williams and Anita Gillett

Friday -- Saturday

This is primarily a sit-down job. The volunteers pick up a disposable glove from the Worker table, and will be seated in chairs near exit doors to ensure no one goes in or out those doors. There will be more specific instructions at the Worker table.

If the door monitors are going to rotate during their shift, another volunteer (perhaps the Hospitality volunteer) could be asked to initiate the rotation and walk to and monitor the first door while the rotation is in process. The rotation is not required, but has been done in past shows to allow the door monitors to see different areas of the quilt show.

HOSPITALITY

Gail Williams and Anita Gillett

Friday -- Saturday

This is both a sitting and standing/walking job. The volunteers will check in at the Worker table, pick up a lanyard and a disposable glove, and assist visitors in the quilt display area by showing the backs of quilts, providing directions to various sites within the facility or answering questions. There will be chairs available as needed in various areas of the show. Disposable gloves will be provided for showing the backs of quilts as requested. Volunteers are welcome to bring their own gloves. There will be more specific instructions at the Worker table.

If Door Monitors will be rotating during their shift:

Another possible duty for Hospitality is to assist with the Door Monitor rotation if needed. In order to allow volunteers doing Door Monitor to not sit in the same location for their entire shift, we will ask one of the Hospitality volunteers on the same shift to go to the first Door Monitor every 20-30 minutes. The Hospitality volunteer will temporarily watch the first door while the rotation to the next door is in progress. When the Door Monitor moves from the last door to the first door to complete the rotation, the Hospitality volunteer can go back to his or her job again.

SOS (Share Our Skills)

Suzanne Mullins

Thursday

Set up the SOS area.

Friday -- Saturday

This is a sitting job most of the time. Volunteers will be tying and sewing. They are welcome to bring their own sewing machine and a walking foot if they have one. They can also answer questions about SOS, and invite patrons to sew or tie quilts if they are interested.

Saturday – after quilt show closes

Tear Down: This job will help remove SOS quilts, sewing machines, notions and supplies. The volunteer should be able to lift and carry items to where they need to go.

Quilts of Valor (QOV)

Don Dixson

Tuesday -- Thursday

Set up the QOV booth.

Friday -- Saturday

This is both a sitting and standing job. **The volunteer must be a member of "Freedom Stitchers of Iowa", which is required by the national Quilts of Valor Foundation. The volunteer will talk about QOV and encourage quilt patrons to vote for their favorite QOV quilt on display at the booth. The volunteer will also let patrons know about upcoming QOV presentations including the presentation(s) at the venue during the quilt show.**

NOTE that if there is a presentation during the quilt show, the Admissions ticket coordinator will have special free tickets for QOV attendees to pick up at the door. The QOV chair will provide the list of names ahead of time.

Saturday – after quilt show closes

Tear Down: This job will help remove QOV quilts, displays and information. The volunteer should be able to lift and carry items to where they need to go.