Wild Rivers Quilt Guild
Quilt Show Team Guidelines

September 22, 2022

The primary vision of our guild as stated in our Guidelines is as follows:

> "The Wild Rivers Quilt Guild is a group of quilters who wish to learn about, preserve, and encourage the art of quilt making; promote a gathering of like-minded folks in a fun and relaxed environment; provide education and instruction for guild members and visitors in the history, design, and techniques of quilt making."

Purpose of Quilt Show Team:

The purpose of the Quilt Show is to showcase quilts in such a way as to inspire and encourage the art of quilt-making, provide education and instruction for guild members and guests in the history, design, and techniques of quilt-making, to increase Guild membership, unity, and participation.

Quilt Show Team Members:

The Quilt Show Team is comprised of up to five members, with members appointed to chair, secretary, marketing, program management and financial duties. The Quilt Show Team Chair will work closely with the Leadership Team throughout the planning and implementation process.

It is anticipated that the entire Guild membership will be needed for carrying out a Quilt Show. As stated in WRQG Guidelines: "All guild members are encouraged to assist in such efforts as requested to ensure a smooth and successful event."

Responsibilities of the Quilt Show Team:

The Quilt Show Team shall be responsible for developing a timeline, budget, planning and implementing, coordinating, and marketing a biennial Quilt Show to generate community interest, provide quilting-related learning opportunities for show-goers and engage a variety of vendors to offer their quilt-related goods.

Quilt Show Team Budget:

The Quilt Show Team will be responsible for developing a budget, detailing possible expenses, and estimating income. The budget preparation should help the team determine if they will need Guild Funds to support their

effort or result in a profit. The budget will be presented to the Leadership Team early in the planning process for consideration, assistance, and approval. See Addendum A for the forms to be used for budget presentation. The member taking on the financial duties for the Quilt Show Team will work in close connection with the Guild Treasurer to ensure proper tracking of all income and expenditures.

Possible budgeted expenses may include venue costs, the cost of quilt hangers and any other costs associated with displaying quilts, advertising costs (banners, yard stakes, mailings, brochures, etc.). Income sources may include ticket sales, sale of goods made or donated by Guild Members, food sales, guest quilt entry fees, vendor tables, a silent auction, and other possible avenues of income. Solicit WRQG advertising in exchange for sponsorship from businesses. Once the official non-profit status has been obtained, a raffle quilt may be a possible source of revenue.

Quilt Show Team will organize Quilt Show Event, including, but not limited to:

*Schedule date, time, and facility

*Promote effort through press releases/photos, community calendars, fliers to quilt shops, invitations to neighboring guilds, etc. See WRQG Marketing Guide Addendum B.

*Recruit and schedule member participation for the event.

*Schedule the facility set up and clean up.

*Proper storage of quilt show display items, such as quilter hangers, background sheets, yard stakes, banners, etc.

Prepare a summary of event after completion:

Provide this information to Leadership Team for saving to Drive, and to assist in guiding future Quilt Show efforts. Include such things as:

*Event, date, time, facility

*Needed equipment, # staff/volunteers, supplies, etc

*Identify and track donations of materials, etc

*Volunteer schedule: names, times

*Marketing guide/checklist with lead-up dates/completion for press releases, posters & fliers distribution, etc.

*Comments: what worked, what didn't, recommendations