# Wild Rives Quilt Guild
# Fabric/Craft Sale Team Guidelines

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 Fabric/Craft Sale Team is:**

The purpose of the Fabric/Craft Sale Team is to raise funds to support the mission of the guild, and to encourage unity and participation in a fun and informal event.

**Members:**

The Fabric/Craft Sale Team is comprised of 3-5 members. Additional assistance will be needed for the Sale. As stated in WRQG Guidelines: "All guild members are encouraged to assist in such efforts as requested to ensure a smooth and successful event.

**Fabric/Craft Sale May Include:**

WRQG sale tables, WRQG info table, Vendor tables, Bake/Beverages sale, Silent auction, Quilt Raffle ticket sales (if Guild obtains Raffle License),etc.

**Responsibilities:**

The Fabric/Craft Sale Team shall be responsible for planning, determining costs, scheduling facility, coordinating, marketing, recruiting donations, scheduling volunteers, vendors and related details.

*Report monthly (in-person or written) to the Leadership Team meeting, identifying plans, progress, and gaps (need for assistance), to ensure a successful effort.

*Schedule date, time, & facility

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

*Recruit and schedule member participation for event: staffing, donating items/bakery, materials, etc

*Set up for and clean up after event

*Ensure financial responsibility to Guild: use WRQG Event/Budget worksheet. The WRQG Treasurer is available to assist.

*Identify funds needed and for what (postage, posters, copying, classified ads, etc)

*Identify and track expenses, proceeds, profits

*Two people count Funds, record, and sign off on Event Fiscal sheet.

*Seal Funds and Fiscal sheet in envelope.

*Turn over funds raised and Fiscal sheet to Treasurer within 3 business days (keep a copy for Fiscal Sheet for summary)

*Prepare a summary of event. An Event form/checklist* is available to identify, track efforts. Provide this information to Leadership Team for saving to Drive, and to assist in guiding Quilter's sale efforts

*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.