

Booneslick Trail Quilters' Guild

Job Description: Quilt Show Chair

BTQG quilt shows have traditionally been held every other year. Since 2000, quilt show years have been: 2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014, 2016, 2018, 2022 (missed 2020 due to COVID), and 2024.

Appointed by the CEO, the quilt show chair primary responsibilities are:

- Locating a venue
- Determining date and theme
- Recruiting chairs for each of the sub-committees
- Conducting regular meetings and maintain a timeline for activities
- Providing newsletter information as well as chapter meeting updates
- Maintaining records, including reporting income and expenses, and stay within budget
- Obtaining liability insurance for the show
- Attending monthly board meetings
- Preparing final financial report for publication in newsletter

Quilt show sub-committees include:

- Accounting
- Advertising/Marketing
- Challenge Quilt
- Demonstrations
- Layout Design
- Marketplace
- Opportunity Quilt/Raffle Ticket Sales
- Programs/Publications
- Quilt Check In/Out
- Quilt Displays/Props
- Quilt Entry Forms/Labels
- Quilt Show Set-up
- Quilt Hanging
- Silent Auction
- T-Shirts
- Vendors (as needed)
- Viewers' Choice
- Volunteer Coordinator

Submitted by Martha Eberhard
2024 Quilt Show Chair