

NSQG October 2023 Quilt Show Leadership Team

October 2023 NSQG Committee	Leadership	Responsibilities (specific details in notebook)	Time Frame
Co-Chairs	Marlene Deutsch Cynthia Mohsenian	Coordinate Committees Write regular newsletter articles Manage expenses Reserve venue and liability insurance	Ongoing
Bake Sale	Judy Raddatz Lucille Pagel	Sign up members to donate items Create table decor Buy coffee/tea/cups Manage volunteers	One month prior to show
Silent Auction	Diane Goldschmidt Therese Chambers Tricia Glaister	Sign up members to donate items Create baskets Create bid sheets Manage sales and bids Contact winning bidders	Two months prior to show
Raffle Quilt	Evelyn Burdick Linn Woodard	Coordinate the creation of raffle quilt(s) Print raffle tickets Secure raffle license from state Distribute tickets to members Coordinate ticket sales at show Draw winner and notify winner	Ongoing
Quilt Signage	Diane Tennant Grace Moone	Organize quilt registration form Create "master list" Create labels	Ongoing
Challenge Quilt	Kathy Foster Marla Morris-Kennedy	Determine Theme and publicize in newsletter Create and hang display	Ongoing
Quilt Awards	Betsy Rasmussen	Determine categories, design ballot, count ballots Design and create ribbons	Ongoing

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Quilt Show Set Up/Take Down	Linn Woodard (floor layout) Jana Zimmerman	Organize volunteers to pick up racks from the storage unit, tape off vendor space and quilt racks, supervise hanging and removal of quilts	Thursday - Saturday
Volunteers	Gerri Diedrich Chris Linder	Survey committee leadership for volunteer needs Create sign-up sheets Name tags Aprons/White gloves	Two months prior to show
Publicity	Mary Kay Anderson Kathy Bright Rita Kehl Jana Zimmerman	Online communications to area publications Focus on members inviting friends (Facebook, post cards) Coordinate distribution of bookmarks to area quilt shops	Ongoing
Graphic Design	Takako Willden	Design bookmarks, poster, program, award ballot	Ongoing
Vendor/Vendor Lunch	Betsy Rasmussen Laurie Jacobs	Contact vendors, collect payment, greet and manage vendors, organize lunches	June ?
Money Management	Treasurer –Charlotte Reed	Create “kitty” money for admission, bake sale, silent auction, and quilt raffle Collect funds throughout the day of show Deposit funds	Thursday - Saturday
Quilt Check In & Out	Diane Tennant Grace Moore	Organize volunteers to “securely” check in quilts and return them to their owners	Thursday - Saturday
Outdoor Signage	TBD	Set up and remove outdoor signs Friday and Saturday	Friday - Saturday
Have Fun!	Everyone!	Enjoy the process and the Event	Ongoing