

General Quilt Show Overview

2027 Quilt Show

- Show dates: April 3 & 4, 2027
- Location: Manitowoc County Expo
- Theme: A Stitch in Time
- Quilt Show Chairwomen: Julie K, Kathy G, Jeanette W

General Schedule:

- **Thursday & Friday before the Show:**
 - Setting up for the show.
 - Assembling the posts with their bases.
 - Setting up the posts and cross poles that will display the quilts
 - Hanging black curtains
 - Marking out locations for the vendors
 - Receiving Quilts
 - Hanging Quilts and attaching appropriate labels
 - Assist Vendors as needed
- **Saturday & Sunday of the Show:**
 - Work various assigned jobs at the show
 - ie Charity Booth, Kitchen, admissions
 - At end of show:
 - Help vendors as needed.
 - Nothing comes down until all the vendors have left the building. This is for everyone's safety.
 - Set up tables for sorting quilts and folding black curtains
 - Take down quilts, black curtains, poles and supports.
 - Gift Boutique taken down
 - Once EVERYTHING is down, then quilts can be released. No exceptions.
 - Tear down typically takes about 3 hours.

Committees

Below is information about the various Quilt Show Committees. If the info is in *italics*, it was written from MY understanding of the committee and may contain errors or have very limited content. ♥ (Naomi)

Quilt Show Committees:

- **Appraiser/Judging**
 - We have a nationally certified judge hired to judge any quilts our members want to be judged. Ribbons will be awarded as determined by the judge.
 - We also have a nationally certified appraiser hired to be at the show for our guild members & the public. Guild members do need to make an appointment. The cost is \$55.00. You will receive a legal printed appraisal. Walk ins from the public will be worked into the schedule as they arrive.
- **Badges/Ribbons/Voting**
 - *Gets the award ribbons for the winning quilts.*
- **Food - Thursday and Friday**
 - *Plans the food for guild members during set-up.*
- **Food - Saturday and Sunday**
 - This committee plans the food that will be sold on Saturday and Sunday of the show. Any food that can be prepared ahead of time is done so. Meats need to be cooked in an approved kitchen. We have been fortunate in the past to be able to use Grace Congregational Church in Two Rivers. Shopping for non-perishable items is done ahead of time. Members of the guild are asked to donate non-refrigerated desserts to be sold on show days. Committee members help set up the kitchen before the show.
- **Gift Boutique**
 - The Gift Boutique is for those members wanting to sell their wonderful creations during the quilt show.
 - The boutique committee provides info to members about selling their items (price tag size, inventory list, etc).
 - The committee is responsible for the set up, method of receiving funds, creating a schedule for volunteers, and tearing down the boutique.
- **Guild Challenge**
 - This committee is responsible for coming up with a challenge quilt idea for the upcoming show. The committee determines the parameters for the challenge, provides any required challenge items to be incorporated into the quilt (for example a past show challenge provided yarn), makes ribbons for judging and finds a judge.
- **History**
 - Shows our guild's history, with some emphasis on our charitable donations, and also honors our past guild members who have passed away.

Committees continued

- **Kids Corner**

- We create a fun and interactive area for the kids. They are able to play with “quilt block design” using felt pieces, and are given an “i-spy” checklist (available at the entry table) to keep them engaged in looking at the quilts with their parents/grandparents. For completing their checklist, they get a cookie/treat from the Kids Corner table.

- **Props**

- Using the quilt show theme, we come up with props and decor to be placed around the exhibit hall. We typically work on constructing / prepping some items at one of the guild meetings, and may need a helper or two for a short time during setup.

- **Publicity**

- Promotes the Quilt Show via various methods.
 - Newspaper, Radio, Channel 5, flyers, facebook.

- **Raffle Quilt Tickets**

- *Obtains the proper permits to hold a raffle, and gets the tickets for said raffle. Members each receive an envelope of tickets, and photo of the quilt, to sell to their friends/family/coworkers/etc.*

- **Registration of Quilts**

- Providing forms for the registration of show quilts.
- Creates a system for checking in and out the quilts at the show.

- **Set-up and Hauling**

- Hauling of quilt show items from storage
- Every member is expected to assist as they are physically able to.
- Helpers (guild members and able bodied family members)
 - put together the wooden stands. This can be done sitting or standing; bring labeled tools (hammer, pliers/screw drivers) to assist with assembly.
 - Set up tables, carry quilts to specific tables, someone to sit and direct runners/walkers to carry quilts to/from tables to bays for hanging.
 - People to carry poles and stands to specified areas for set up.
 - People to set up wooden stands and poles.
 - People to direct helpers which can be someone who needs to sit or limited standing/walking.
 - People physically able to climb ladders to hang quilts on poles runners.

- **Signage**

- This committee will be responsible for signs around the show such as Admission prices, Charity booth information, Do not touch/no food among the quilts, Featured quilter, etc.

Committees continued

- **Take Down**

- At end of show after vendors have left. Some vendors allow us to assist carrying/moving their supplies. We will ask which vendors would like assistance and let quilt show helpers know which vendors.
- Every member is expected to assist as they are physically able to.
- If you have any family members to also help such as husband to take apart the wooden stands and tools such as hammer, pliers/screw drivers whether manual or cordless. Be sure to put your name on tools you bring so yours is returned to the correct person.
- Helpers (guild members and able bodied family members)
 - take down up tables, carry quilts to specific tables, someone to sit and direct runners/walkers to carry quilts to/from tables.
 - People to carry poles and stands to specified areas after take down.
 - People to dismantle after quilts and curtains have been removed from wooden stands and poles.
 - People physically able to climb ladders to remove quilts and curtains from poles and hand to runners.

- **Vendors**

- *This committee contacts past vendors and potential new vendors to have booths at the show.*
- *Forms and payments are collected*
- *Also checks in with vendors during set up, show and take down.*

- **Work Schedule**

- *Generates a "work schedule" for the quilt show weekend. Schedules members to help in various areas around the exhibit hall. (every member is expected to sign up for a few time slots).*

- **Quilt Descriptions**

- *Types up and formats the quilt descriptions from the quilt registration forms.*

- **Quilt Layout**

- *Creates a layout for the registered quilts based on size. This layout is in regards to where quilts are going to hang, and not*

- **Quilt Walk**

- *Works to get promotional material to various local businesses. Usually asks if the business would like to display a quilt along with the flyer and hand outs.*
 - *Creates a way to track whose quilt is in what shop*
 - *Establishes a pick up date with the business*