

# OCQG 2020 QUILT FEST COMMITTEE RESPONSIBILITIES

## **STAFFING**

Sign up guild member volunteers for a variety of tasks including staffing welcome tables in the front of the sanctuary and on the upper level near the elevator, accepting quilts, decorating pews with quilts, registration table, service station, silent auction, children's activity center, take down and cleanup.

## **GRAPHICS**

Prepare logo and other graphics as needed to be used in print, on signage used during the show and in online posts to promote the show.

## **PUBLICITY & OUTREACH**

Create/update publicity material, prepare shop packets, distribute packets to local quilt shops, submit show info to businesses/sites/other guilds/event and print and broadcast news outlets. Post news about the show to OCQG's social media sites (Facebook, Instagram). Connect with Arts Fest and Gallery Walk organizers about publicity and cooperation.

## **DOOR PRIZES/GIFT BASKETS**

Contact quilt shops and other merchants in the area to invite them to donate a basket of items to be distributed through a drawing to attendees who make a donation. Contact manufacturers and other national organizations requesting donations for door prizes. Track and organize donated items, wrap baskets in cellophane, keep publicity volunteers informed so they can highlight donations in Facebook, the website, and news articles. Contact winners of the baskets.

## **SILENT AUCTION**

Collect donated items from members prior to show. Display items for sale at show. Collect payment.

## **REGISTRATION**

Create/update registration forms, determine insurance costs, distribute forms to members prior to show; enter form data into a spreadsheet, print hand tags for each quilt, organize quilt drop off and pick up process. Print programs/listing quilts/names.

## **CHILDREN'S AREA**

Organize and staff area where children can participate in various hands-on activities while the show is in progress.

# OCQG 2020 Quilt Fest – Committees / Volunteers

Co-chairs Pam Ehrhardt [pje281@gmail.com](mailto:pje281@gmail.com) 319-800-9428 (cell)  
Vicki Walch [vwalch@gmail.com](mailto:vwalch@gmail.com) 338-6650 (home), 319-321-0949 (cell)

Silent Auction \_\_\_\_\_  
\_\_\_\_\_

Publicity & Outreach \_\_\_\_\_  
\_\_\_\_\_

Graphics, Signage (logo design, etc.) \_\_\_\_\_

Staffing & Lobby \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Door Prizes/Gift Baskets \_\_\_\_\_  
\_\_\_\_\_

Registration \_\_\_\_\_  
\_\_\_\_\_

Children's Area \_\_\_\_\_  
\_\_\_\_\_

Other / wherever needed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUGGESTIONS FOR SPECIAL THEMED EXHIBIT AREA(S)**

Example: In 2017 we had a "Red & White Quilts" section.