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JOB DESCRIPTION: Advertising the Show

WHEN: Various Times

Where	How	When
Mendo Traveler's Guide	Via e-mail editor@mendocinoguide.com (Roy Dufrein)	January (he e-mails a reminder to Sharon L)
Quiltersresources.net	Submit on site	
Quilterstravelcompanion.com	Via e-mail info@quilterstravelcompanion.com	
Festivals-and-shows.com	Submit on site	
Quiltinghub.com	Submit on site	
Visitmendocino.com	Submit on site Contact person: Alison de Grassi, Marketing & Communications Coordinator Mendocino County Tourism Commission 345 N. Franklin Street Fort Bragg CA 95437 T 707.508.6752 alison@visitmendocino.com	
Coast Packet	Via e-mail packet@mendocinocoastpacket.com	Beginning of May (any earlier and he loses them)
Real Estate News	Via e-mail rem@mcn.org	
Chamber of Commerce	Via website Contact person: Casey Davis, Front Desk Representative Mendocino Coast Chamber of Commerce & Visitor Center chamber@mcn.org 217 South Main Street Fort Bragg, CA 95437 707-961-6300	
Quilt Guilds of the North Quarter	In quarterly newsletter (Sharon L does this)	Take postcards to January and April meetings
KOZT	Submit on site on their on-line calendar at kozt.com	
KUNK	??	
KZYX	Submit on site Kzyx.org	
KUKI	Via e-mail bicoastalmedianorcal@gmail.com	
Country Register	We bought an ad in 2017 and 2018 – seemed to bring people from inland - \$93.75 for 5x2 color Patty Duncan Sales and Office Administration Toll Free: 888-942-8950 patti@barlomea.com	
Fort Bragg Advocate/Mendocino Beacon		
VIA (publication of the Northern California Auto Club)	viamail@viamagazine.com viamail@norcal.aaa.com	Deadline is February 1



JOB DESCRIPTION: Gate Table

WHEN: At the Show

- Take payment (\$7 for both days plus they get 2 free raffle basket tickets) and give entry bracelets. (Checks made payable to Fort Bragg Quilt Show.)
- Check bracelets for re-entry.
- Hand out programs.
- Hand out Viewer's Choice Ballots and point out ballot box.
- Point out Opportunity Quilt table.
- Point out Raffle Basket table.
- Point out Ocean Wave Quilters' booth.
- Point out vendors.
- Mention Quilt Walk.
- Tell guests about demonstrations (in program).
- Check in Volunteers and give out badges.
Note: If someone who is volunteering comes to see the show, they do not have to pay.



JOB DESCRIPTION: Hanging Quilts at the Hospital

WHEN: Initial contact: Mid-May to set a date
Hanging: Last week of May
Retrieval: After quilt show

Equipment needed:

- Sign for each quilt with: Quilt Show logo, OWQ logo, Quilt Artist Name, Name of Quilt, Dates of Quilt Show, website for information
- Safety pins to attach signs

Hospital provides:

- Ladder
- Dowels and hanging system
- A person to hang the quilts

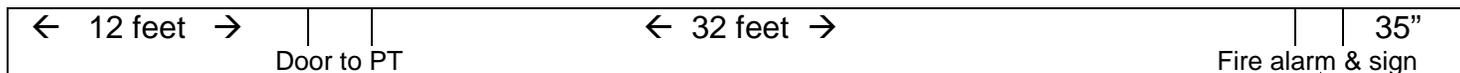


1. Hospital quilts are hung in the South Lobby during the last week of May and remain until after the Quilt Show.
2. Hospital quilts **MUST HAVE A SLEEVE**. The sleeve can be safety-pinned on if the safety pins are no more than 2" apart.
3. Each quilt needs a label that lists the Quilt Artist and the Name of the Quilt. The quilts do not need to have "stories" because they hang where it isn't practical to have people try to read them. Put the dates of the Quilt Show on the labels.
4. Hospital quilts should be larger quilts. The widest quilt can be 144 inches wide. The longest quilt can be 92 inches long (that is the height of the handrail to the left of the PT door). The total width of quilts that can reasonably be accommodated is 563 inches. (Another 18 inch wide quilt can be hung if it is less than 54 inches long.)
5. Quilts are hung from a wooden rod provided by the Hospital maintenance staff. Each rod has an eye hook at each end. We marked some of the dowels with their length – from about 48" to 110" – but they can make others. The eye hooks fit into clips that are permanently hanging on the South wall of the lobby.



6. In 2018, there were 9 sets of clips hanging, so we could hang only 9 quilts.

7. The space to hang quilts is as follows (note: not to scale)



If a quilt is less than 54" long and about 18" wide, it can hang above the sign.

8. A week or two before you plan to hang quilts, e-mail Dave Studebaker (dstudebaker@mcdh.net) with the number of quilts and the width of the quilts. That will let him know what size wooden rods he needs to have ready and how many sets of clips he should have.

9. When hanging the quilts, let the staff at the desk help decide which quilts should hang directly across from them. (Some geometric quilts, for example, may make them dizzy.)

10. Leave a stack of postcards at the desk.



JOB DESCRIPTION: Hanging Quilts at the Library

WHEN: Initial contact: Mid-May to set a date
Hanging: Last week of May
Retrieval: After quilt show

Equipment needed:

Library provides (confirm with them):

- Extension ladder (some quilts are hung 15-20 feet high)
- Newspaper and rags to protect floor and wall from ladder
- Fishing line
- Push pins
- Small hammer to hammer in the push pins

OWQ provides:

- Dowels for larger quilts
- Sign for each quilt with: Quilt Show logo, OWQ logo, Quilt Artist Name, Name of Quilt, Dates of Quilt Show, website for information
- Safety pins to attach signs

- Library quilts are hung during the last week of May and remain until after the Quilt Show.
- Each quilt needs a label that lists the Quilt Artist and the Name of the Quilt. The quilts do not need to have “stories” because they hang where it isn’t practical to have people try to read them. Include the dates of the Quilt Show and the web address.
- Library quilts do not need a sleeve, EXCEPT for the two large quilts hanging high on the East wall. These DO need a sleeve, and they DO need a dowel. They are hung using fish line (provided by the Library) tied to each end of the dowel; the fish line is then hung over a small nail on the wall. This requires a tall ladder (provided by the Library) and someone to do the climbing (provided by the Library). (Note: It is better to hang lighter weight quilts here – heavy ones are difficult to hang.)
- The remainder of the library quilts are hung using push pins (provided by the Library). A small hammer (provided by the Library) is helpful because some of the walls are hard.
- In 2018, we hung 20 quilts at the library. The total linear width was 567 inches. The largest was 65” wide x 57” tall (hung on the left hand East wall). The two quilts on the high East wall were 44” x 51” and 56” x 56”.
- The children’s room has space for 4 small quilts – 3 on the East wall and 1 on the West wall. The ones we hung in 2018 were 27” x 36”, 23” x 27”, 16” x 22”, and 13” x 13”.
- The first wall as you come in can hold a 50” x 50” quilt. The next wall can hold a 45” x 45” quilt.
- One quilt is hung over the photocopier. The others are hung wherever there is a space for them – behind the desk, over the computers, on the high wall on the way to the children’s room.
- Leave a stack of Quilt Show postcards at the desk, and some OWQ info cards.





JOB DESCRIPTION: Obtaining Judge

WHEN: A year before the show

1. Potential Certified judges can be found on the NCQC website: <http://www.ncqc.net/judges.html>
2. You can also ask our colleagues at Quilt Guilds of the North Quarter for recommendations.
3. We have offered our judges \$250 as an honorarium , plus gas, lodging and meals. We can ask Ann Juell (if she is not planning to come to the show) if we can use her home to lodge the judge – Ann doesn't charge anything. Or, Surf Motel and Gardens has offered us a discount in the past.
4. A contract must be signed. See attached form.



Soroptimist International
Noyo Sunrise



____ **Judges Contract**

I, _____, agree to provide quilt judging for the 22nd Annual Fort Bragg Quilt Show on Friday, June _____. The location will be Dana Gray Elementary School, 1197 Chestnut Street, Fort Bragg, CA 95437. The time of the judging will be from ____ a.m. until ____ p.m. or as agreed upon.

Judge's responsibilities:

- To amend a sample judging sheet provided by Fort Bragg Quilt show at least two weeks before the event.
- To provide a list of items needed for judging at least two weeks before the event.
- To keep the Quilt Show Chairperson up to date on any additional items needed for the event.
- To be on time and ready to judge before the start of the event.
- To complete the judging as quickly as possible.
- To provide a learning experience for the judging assistants/scribes.
- To provide a photograph and short bio for the Quilt Show program.
- To turn in an invoice for the agreed upon amount of reimbursement at the end of the event.
- To be fair and professional when completing the judging, identifying awards as appropriate.

Fort Bragg Quilt Show responsibilities:

- To provide the judge with a list of the number of entries in each specific category prior to the event and the levels of awards to be given out.
- To notify the judge on the location and time for the judging at least two weeks before the event.
- To provide adequate supplies and assistants for the judging.
- To provide beverages, meals and snacks as appropriate.
- To provide lodging as agreed upon.
- To list the name and bio of the judge in the Quilt Show program.

The agreed upon amount for judging this event is: \$250 honorarium plus reimbursement for gas, lodging, and meals. The maximum number of quilts to be judged will be 100.

This agreement is made in good faith in support of the mission of the Fort Bragg Quilt Show to provide an opportunity for quilters and prospective quilters to learn the art of piecing and quilting, while raising funds for the Soroptimist mission of improving the lives of women and girls and for the Ocean Wave Quilters mission of providing quilts for community causes.

Judge: (Name, address, phone, e-mail, cell)

Signature: _____ Date: _____

____ Fort Bragg Quilt Show Treasurer: (Name, address, phone, e-mail, cell)

Signature _____ Date: _____



JOB DESCRIPTION: Opportunity Quilt Table

WHEN: At the Show

- Sell Opportunity Quilt tickets:

- 1 ticket = \$5
- 3 tickets = \$10

They need to choose which quilt they want to buy tickets for (they can mix and match – 2 on one quilt, 1 on the other, etc.)

- Make sure they write their area code on the phone number line.
- Make sure the tickets go into the correct jar.
- They do not need to be present to win. We will contact them by phone. We will ship the quilt if necessary.



JOB DESCRIPTION: Ordering Featured Artist Plaque

WHEN: April or May

1. Plaque is ordered from www.plaquemaker.com. You'll need to create an account.
2. We order LM68, 6x8 laser metal plaque, attached to coated wood plaque, cherry, key slot for hanging, black metal with gold engraving.
3. You will need to upload the current logo with this year's dates on it.
4. Plaque should be ordered by late April or early May. Production is fast. Use FBQS debit card.
5. Price in 2018 was \$34 with free shipping – shipping takes 10-14 days.
6. They will e-mail you a proof before proceeding with the order.



JOB DESCRIPTION: Ordering Show Pins

WHEN: March or April

1. Pin design has traditionally been based on the show theme or the opportunity quilt design.
2. Pins should be ordered by March. Production takes 15-20 days AFTER design approval. Use the FBQS debit card – or a check can be mailed (which will lengthen the process).
3. Pins are ordered from www.customlapelpins.com.
4. Recently, we have ordered 1” square pins, cloisonné hard enamel, polished gold plating, butterfly clutch (standard).
5. We have been ordering 100 pins (minimum order is 100) – price in 2018 started at \$2.66 per pin. 10% discount to non-profits. If you need more than 6 colors, there will be an extra charge (6 extra colors cost 30 cents more per pin in 2017). Shipping at normal speed has been free.
6. Across the TOP of the pin, we put FORT BRAGG, CA. Font is Arial.
7. Across the BOTTOM of the pin, we put QUILT SHOW (then the year). Font is Arial.
8. Lapelpins.com uses PMS colors, so you have to give them the color you want in that format. (When you get the proof back, if the color isn't what you want, they will work with you to tweak it. For example, in 2017, the red on the proof wasn't red enough, so I asked them to give us a “true red”, and they did.) They prefer Illustrator or .eps vector artwork, but will accept .jpg or .psd (other formats, as well – see their FAQs).
9. When you get the proof back, have it reviewed by at least 2 other people!! (Expensive lesson learned.)
10. When the pins arrive, we have traditionally given each member of the Quilt Show Committee a pin for their work. We then give a pin to each volunteer at the show and a pin to each quilter entering quilts (1 per person). We also give a pin to the Quilt Show judge and to the VIP judges.



JOB DESCRIPTION: Ordering Postcards
WHEN: January or February

1. Postcards should be ordered as soon as a photo of the completed Opportunity Quilt is available (hopefully in January or February). We want to make sure we have postcards for the Whale Run, held the 3rd Saturday in March.
2. Postcards are ordered from NextDayFlyers.com. Cindi Jo Willey designed the front and back in 2015, 2016, and 2017. Sharon Lau did the 2018 postcards using Cindi's template. The file names for 2019 are 2019PCardFront.pdf and 2019PCardBack.pdf. Each year, the logo on the back should be updated, and the photo, quilt information, and dates on the front should be updated.
3. Submission is on-line.
Specifications are:

1 SELECT PRINT OPTIONS

Size:	4 x 6	▼
Front Side:	Full color	
Back Side:	Black or Grayscale	▼
Paper Stock:	14 pt. Cardstock	▼
Coating:	High Gloss UV Front / No UV B ▼	
Quantity:	4,000	▼
Shrink Wrapping:	No	▼
Mailing Services:	<input type="checkbox"/> Yes	
Printing Turnaround:	<input checked="" type="radio"/> 3 Business Days	\$129.95
Get Delivery Estimate	<input type="radio"/> Next Business Day	\$153.95
	<input type="radio"/> Ready Today (in by 10am)	\$196.95

4. In 2017, 4000 postcards cost \$129.95 plus \$16.54 tax plus **\$80.13** shipping and handling for a total of \$226.62. If someone is driving up from LA and can pick them up, you can save most of the shipping charge.
5. Printing turnaround is usually 3 days, plus shipping of 2-3 days.

January 2019
Sharon Lau



JOB DESCRIPTION: Ordering Show Ribbons

WHEN: May

1. Ribbons should be ordered in May. Production is fast. Use FBQS debit card.
2. Ribbons are ordered from www.ribbonsgalore.com. Sharon Lau has a user ID and password. Designs are saved from previous years there. We order 2x8 peaked with event card. You'll have to update the logo.
3. Minimum logical order is 100 ribbons – price skyrockets if you don't meet that minimum. (2019 price was 54 cents each, plus a \$12 color/text change, plus shipping of \$15.50 and \$6.69 tax for a total of \$98.99). In 2019 we ordered 40 1st, 30 2nd, 30 3rd, and 10 VIP, and 10 Patron's Choice. (Minimum order of each is 10.) (In 2018 we had 20+ 2nd and 3rd place ribbons left over from our order of 40 each, so I reduced the number to 30 this year.)



JOB DESCRIPTION: Ordering Street Signs

WHEN: April

1. Inventory current signs. We should have:
 - a. At least 10 telephone pole signs with arrows.
 - b. At least 6 sandwich board signs to be placed at:
 - i. Oak and Main
 - ii. Century 21 on N. Main
 - iii. Chestnut and Main
 - c. Yard signs – ordered 20 in 2019.
2. Signs can be ordered from Nextdayflyers.com or from Signsonthecheap.com. The most recent order was from Signsonthecheap.com, because they were less expensive.
3. Sign design for sandwich boards and yard signs was updated in 2019 to say “Last Sat/Sun – June” so signs can be reused without having to add the date.
4. Signs for telephone poles are 12” x 18”, corrugated plastic, 3 colors (blue, yellow, black). Price was \$8.99 each. Shipping is where the cost really climbs. (shipping of \$37.48 for 5 signs)
5. Sandwich board signs are 24” x 36”, corrugated plastic. Yard signs are 18” x 24”. 2019 ordered 6 sandwich board signs from Signsonthecheap.com for \$16.96 each, 20 yard signs for \$6.24 each. Site says that is 50% off. Shipping was \$93.16, tax \$25.18, for a total of \$344.87.
6. Dates on OLD sandwich board signs, if we decide to use them, are printed in Arial Black size 235. They are laminated and then applied to the signs with double-stick tape. Tess Albin-Smith loans us the easels.



JOB DESCRIPTION: Ordering Wristbands

WHEN: April

1. Wristbands can be ordered from eventwristbands.com.
2. 500 wristbands in 2016 cost \$12.95.
3. Free shipping with orders of \$50 or more.



JOB DESCRIPTION: Ocean Wave Quilters' Booth

WHEN: At the Show

Sell books and patterns – whatever price you think will move them.

Sell show pins

Current year pins - \$5 each

Previous year pins - \$1 each (or whatever price you think will move them)

Sell Challenge Packets - \$10 each (this money is kept separate).

Handle sales of quilts (see separate instruction sheet).

Give out information about the club.



JOB DESCRIPTION: Program Ads
WHEN: Beginning in March

1. Ads are requested from Quilt Walk merchants as well as other merchants in town.
2. Program ad copy should be obtained by May 1, if at all possible.
3. Use the attached program ad form. Print 2 copies of each form – one to leave at the merchant if they want to mail it in, and one to retain for our records.
4. If the ad copy is the same as the previous year, we do not need anything from the merchant. If the ad copy is different – or if the merchant did not advertise last year – we need ad copy in the form of a business card or a .jpg file or a .pdf file. **DO NOT SCOTCH TAPE THE AD COPY TO THE FORM** - the scotch tape can create a shadow when we scan it, or it can remove ink from the copy. You can roll a piece of scotch tape and tape it to the back of the ad copy and tape that to the form, or use a paper clip to clip the copy to the form (no staples).
5. Batch the ad forms and give them to the person who is doing the program. (Don't e-mail piecemeal.)
6. There is a TEMPLATE.doc WORD document that represents the ½ page in the program.
7. Scan the business cards as .jpegs.
8. 3 business cards fit on one template sheet.



JOB DESCRIPTION: Quilt Show Entry Processing

WHEN: April

Entry packet consists of:

- Information page
- Entry form
- Quilt label
- Thank you for entering letter
- Exhibitor quilt receipt

Confirm with Quilt Show Committee dates, hours, fees, etc.

Set up entry form on Ocean Wave Quilters' website.

Create paper form from last year's form – updating the logo to the current year.

Update other quilt show templates, as follows:

- Quilt signs
- Sale tags
- Judging sheet
- Thank you contributor note

Prepare return labels, if needed (Avery 8667 or 8167)
File name: OWQ Return Labels_POBox 2687

Need #10 envelopes, stamps, entry wristbands, printer paper

Create Excel spreadsheet for quilt entries– 'Save As' from previous year's Excel file

Once entry forms are received, mark date received, 3-hole punch for binder, enter info into Excel file. Do not number the entries at this time – they will be numbered based on where they hang.

If any information on the form is not completed (i.e., quilt size, category, is quilt to be judged? Or is it for sale, etc.), please contact (call or email) the quilter directly to complete the missing information.

File the original entry form in the binder by last name.

Address a #10 envelope to the quilter, apply an OWQ return label and stamp.

Include the following forms in the envelope*:

OWQ Thank you for Entering Letter

Exhibitor Receipt (with large Sharpie pen, write quilter's last name initial in box on both forms).

Wristband for entry into quilt show

*For multiple entries by one quilter, each quilt entered requires an Exhibitor Receipt for each quilt, so additional postage may be necessary. One wristband per quilter, unless it's a group quilt (the show's Committee Chairperson will decide how many wristbands are allowed for a group quilt).

Processing Quilts and Necessary Display Forms and Judging Forms

Using mail merge, create the following templates with the Excel data spreadsheet. Print.

- Quilt signs (cardstock)
- Sale tags (yellow cardstock). Cut to size.

When quilts are submitted, match quilt show label with quilt back label. Pin show label to front of quilt (and 'For Sale' card, if applicable).

From Excel spreadsheet, Sharon Lau will determine quilt categories by "size/color." Print "color" sheets (i.e., yellow, black, red, blue, hallway, challenge) and organize and stack quilts in appropriate categories for easy and timely quilt hanging at venue.

After the quilts are hung and location verified, using mail merge, create the Judging Forms. Print and cut.

Thank You Contributor Note

After the quilt show, print enough of the updated 'Thank You Contributor Notes' and send to each quilter who submitted one or more quilts.



JOB DESCRIPTION: Quilt Return
WHEN: At the Show

No quilts are to be handed out until all quilts have been taken down and placed on the appropriate sheet.

If a quilter comes to the wrong window, direct them to the correct one. **DO NOT GIVE OUT QUILTS AT THE WRONG WINDOW.**

Collect a **SIGNED** receipt for each quilt picked up.

Find the envelope **that has the quilter's name on it**. These envelopes contain show pins (unless the quilter got one as a committee member or volunteer), "this quilt was shown at" labels, and the judge's comments.



JOB DESCRIPTION: Quilt Sales
WHEN: At the Show

QUILT SALES

If someone brings a yellow tag to you wishing to buy a quilt:

- Fill out the buyer info area on the yellow tag. Fill out ALL of the information (name, address, etc.) (You can have the buyer do this if they write legibly.)
- Make sure you write the date and the time.

If the buyer is paying right then:

- We accept cash or checks.
- Checks should be made payable to **THE QUILTER.**
- Fill out the corresponding **white sales receipt** with the buyer information.
- Give it to the buyer – tell the buyer to come back Sunday at 5 p.m. to pick up the quilt – **THE BUYER MUST HAVE THE RECEIPT TO GET THE QUILT.** If they can't come back Sunday at 5, the quilter will contact them to arrange delivery.
- Attach the yellow tag to the check or cash. Put the receipt in the QUILTS SOLD envelope and mark the quilt sold on the list of quilts.

FORT BRAGG QUILT SHOW

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 Name of Quilt: Quilty
 Quilter: Sue Smith
 Price: \$ 200⁰⁰

If you would like to purchase this quilt, detach this card and take it to the Ocean Wave Quilters' booth. Thank you.

For Staff Use Only:
 Buyer Name: Joe Jones
 Buyer Address: 1234 Main Street
Ukiah CA 97216
 Email: Joe@msn.com
 Phone: 707-555-5555
 Date: 6/23/2018 Time: 3:35 PM
 PAID: Cash Check (make payable to the quilter)
 Staff Name: Mary Doe

SALES RECEIPT

FORT BRAGG QUILT SHOW

82
 Name of Quilt: Quilty
 Quilter: Sue Smith
 Price: \$ 200⁰⁰

For Staff Use Only:
 Buyer Name: Joe Jones
 Buyer Address: 1234 Main Street
Ukiah CA 97216
 Email: Joe@msn.com
 Phone: 707-555-5555
 Date: 6/23/2018 Time: 4:00 PM
 PAID: Cash Check (make payable to the quilter)
 Staff Name: Mary Doe

If the buyer needs to leave to get money, DO NOT FILL OUT THE WHITE RECEIPT. Tell them that we will hold the tag at the OWQ booth for 1 hour. After that time, the quilt will go back on sale.

- After 1 hour, fill out a new yellow tag (blanks available at the OWQ booth) and put it back on the quilt.
- When the quilt has actually been sold, attach the yellow tag to the check or cash. Put the receipt in the QUILTS SOLD envelope.
- At the end of the day on Sunday, give the envelope to Sharon Lau.
- The quilter will be given his/her check when she provides the 10% amount that goes to the Quilt Show.



JOB DESCRIPTION: Quilt Walk

WHEN: First Contacts: March/April
Deliver Quilts: Before 1st Friday in June
Complete: After Quilt Show – end of June

- Quilt Walk encompasses Laurel, Franklin, Redwood, Main in that one-block area, as well as The Depot, the Skunk Train, Sew 'n Sew. (See separate document for Hospital and Library.)
- Contacts are made in person. Try to talk with owner or manager, but may not be possible. Ask for contact information, email is easiest.
- Quilts should be hung in shop, so patrons need to come into shop. Be sure they are not hung in a window (sun may fade fabrics). Quilts are generally hung by thumb-tacks in the corners.
- Quilts will be delivered before First Friday of June and picked up after Quilt Show at end of June.
- Show clerk (or owner/manager) lay-out and discuss what will work for shop. Try to have this decision made on first visit, so repeat contact is not required.
- Ask if merchant is able to buy an ad in program. Explain levels of advertising.
 - If ad is purchased, check is made to Fort Bragg Quilt Show.
 - Obtain copy for ad and forward for inclusion in program
 - Copy of ad form can be left with merchant. If necessary, check may be sent by mail (address is on ad form).
 - Ad forms for merchants who have participated in the past are included on clipboard, one for merchant and one for you. Blank ad forms are also included.
 - If the ad copy is the same as the previous year, you do not need to get anything from the merchant. If the ad copy is different – or if the merchant did not advertise last year – we need ad copy in the form of a business card or a .jpg file or a .pdf file. DO NOT SCOTCH TAPE THE AD COPY TO THE FORM - the scotch tape can create a shadow when we scan it, or it can remove ink from the copy. You can roll a piece of scotch tape and tape it to the back of the ad copy and tape that to the form, or use a paper clip to clip the copy to the form (no staples). Or, the business can e-mail the file to info@oceanwavequilters.com.
- For merchants who have participated in the past, we are no longer doing questions and answers or requesting donations for raffle baskets

Quilt Walk Program

- 2-3 weeks before delivery of quilts, have program printed. Usually leave three to four programs at each shop and about 20 at Sew 'n Sew. Print about 150-200 depending on how many shops are in Quilt Walk.

Quilt delivery- before First Friday

- Deliver quilt block, perhaps push-pins, thank you letter.
- If merchant requests, they can hang block or we can hang for them.
- Also leave several Quilt Walk Maps and a sign for the window designating Quilt Walk Participant.
- Complete Quilt Walk form with date delivered

Quilt Pick-up - after Quilt Show.

- Talk with merchant when picking up quilt about any input they may have.
- Express our thanks for their participation.
- Take quilt, window sign, any additional maps.



JOB DESCRIPTION: Raffle Basket Table

WHEN: At the Show

- Sell raffle basket tickets:
 - 1 ticket = \$1
 - 6 tickets = \$5
 - Your height in tickets = \$20

- Make sure the person writes his/her name on one side of the ticket and his/her phone number on the other.

- Make sure they know to put the ticket in the jar with the same number as the basket they want.

- They do not need to be present to win. We will contact them by phone. We will not, however, ship the basket to them. We will hold it at Sew 'n Sew for a few weeks.



JOB DESCRIPTION: Scribing for the Judge

WHEN: Friday before the Show

Four scribes are assigned to each 2-hour shift.

NOTE: After the first hour, the 2 scribes writing for the judge will trade places with the other 2 scribes so everyone gets a chance to write.

One scribe should confirm the location of the quilts in the *next* category, and direct the judge there.

Two scribes will stay with the judge and write her comments.

- Write legibly.
- Spell accurately.
- Do not make any comments about the quilts.
- Answer the judge's questions; if you do not know the answer, send for the judging chairperson.

One scribe will collect the comment cards and pin the ribbons to the quilts. Give the comment cards to the judging chairperson at the end of judging. (Comment cards do not get pinned to the quilt - they go in an envelope to be given to the quilter when the quilts are picked up.)



JOB DESCRIPTION: Seed money for the show

WHEN: Week before the show weekend

The treasurer should obtain seed money for the following areas in the following amounts:

Area	\$10 bills	\$5 bills	\$1 bills	Total
Gate	6	2	30	\$100
Opportunity Quilts	4	12		\$100
Raffle Baskets	1	4	20	\$50
OWQ Booth	1	4	20	\$50

Make sure you note, on the slips of paper in the cash envelope, the amount of seed money. This will need to be deducted from the final totals to determine how much each area earned.

August 2018
Sharon Lau



JOB DESCRIPTION: Set-Up
WHEN: Thursday before the Show

- Assemble quilt frames.
- Hang quilts in the rows and order as designated on the master map.
- Make sure information signs are on quilts at eye level.
- Place “hands” on quilts with clothes pins.



JOB DESCRIPTION: Take-Down
WHEN: Sunday after the Show

Disassemble quilt frames and wrap them appropriately.

Take down hardware out of the triangular feet and put it in a baggie – make sure there are 4 bolts, 4 wing nuts, 8 washers, and 2 pieces of wood. If incomplete, put in the incomplete box.

Place clean sheets on the floor and mark them with the alphabetical signs.

Fold quilts with label showing and set them on sheets alphabetically by last name of quilter.

Hang signs A-L at door 1 and M-Z at door 2.



JOB DESCRIPTION: Vendors
WHEN: Beginning in October

- **Confirm Space Available for Vendors from Quilt Show Committee—October**
Currently there are six spaces open for Vendors: four 5x10 foot spaces in the Hall, one 10x10 foot space in the Auditorium and one 10x20 foot space in the Auditorium. These spaces need to be confirmed as available again before any Vendors are contacted.
- **Confirm Vendors—October**
The first step is to check with the Vendors for the previous year and see if they would like to attend again this year. (Refer to the Vendors 2017-2019 document for the names and contact information for the Vendors. A phone call is the easiest way to communicate with them.) Once you have confirmation from those who do want to do the Show, add their names to the 2017-2019 document and rename it with the current Show year after the dash, i.e. -2020. If you need to find additional Vendors contact Lonna O as she has access to a Craft Vendor database with a few Vendors who specialize in quilted items. Then contact them and see if one of they are interested in filling the available space(s).
- **Send Show information emails to the Vendors to confirm; complete Vendor Layout map—November**
Send a copy of the revised Vendors 2017-2019 document to the Quilt Show Chair to have the Board confirm the Vendor line up/space designation with the Board at the November meeting. If approved, send email letters with Show information/confirmation to each Vendor. Use the documents named: Vendor Information 2019 for 5x10 sp1, Vendor Information 2019 for 5x10 sp2, Vendor Information 2019 for 5x10 sp3, Vendor Information 2019 for 5x10 sp4, Vendor Information 2019 for 10x10, Vendor Information 2019 for 10x20. Change the information to reflect the current Show information-usually just the dates. Collect the fees and Liability forms by January 2019 and turn in to the Quilt Show Treasurer; you can get them in person or have them mailed to you. Also complete the Vendor Layout map with the correct Vendors named: 2019 Quilt Show Vendor Lay-out. Make a PDF and provide a copy to the Quilt Show Chair with the list of Vendors.
- **Send reminder emails to the Vendors to confirm set up day/time—End of May**
Email Show reminders to the Vendors and confirm their set up day/time. Remind the Quilt Show Board to have Badges made for the Vendors.
- **Assist Vendors set up and break down—June Show Dates**
Use masking tape to mark space locations Friday and Saturday morning. Assist Vendors in set up and give them their badges. Throughout the weekend check on the Vendors to make sure they have water, lunch, bathroom breaks, or anything else they might need. Assist Vendors in break down as requested after 4 pm on Sunday. Thank them for attending the Show and ask if they have any comments or suggestions for the Show.



JOB DESCRIPTION: VIP Judges

WHEN: Initial letter/contact: Beginning of May
Reminders: Two weeks before the show

The Quilt Show Committee will make suggestions and select five to eight VIP Judges for the show. The VIP Judges are prominent figures within the community, no quilting knowledge is needed, and they simply pick their favorite quilt and attach their VIP Judge's Ribbon.

An invitation letter is delivered to the VIP Judges the first part of May, (either face to face or left with appropriate people for delivery), asking them if they would like to be a Judge. The invite has specific instructions, dates, and contact person to confirm attendance. If they have not responded by the date requested, you will contact them for a decision. Two weeks before the show you should contact the confirmed VIP Judges as a reminder.

When the VIP Judges arrive to judge the quilts, a Guild member will welcome them and explain their instructions.

As a Thank you, they will receive the packet that includes:

- Quilt Show arm-bands for entrance to show for 2 people for both Saturday and Sunday
- VIP Judge's Ribbon to attach to their favorite quilt
- Quilt Show Pin

Attachments examples are included.

(Date)



(Address)

Dear (Name),

The (year) Fort Bragg Quilt Show Committee would like to invite you to participate this year as a VIP Judge. The show has received such great support over the years from so many people beyond the quilting community and we felt it would be nice to recognize those groups. This position as VIP judge does not require knowledge of quilting. We are just asking you to select your favorite quilt. We will have special ribbons to let visitors to the show know the choices made by the VIP judges.

The quilts will be available for you to judge on Friday, _____ between the hours of 7 a.m. and 1:30 p.m. We will also be at the venue on Saturday morning after 9:30 a.m. before the show opens at 10 a.m.



Please e-mail _____ or call _____ if you have any questions and to confirm that you are accepting this invitation.

Thank you.

Sincerely,

(Committee member's name)
(Year) Fort Bragg Quilt Show Committee



Soroptimist International
Noyo Sunrise

VIP JUDGE'S PACKET

(Name)

In this packet, you will find the ribbon that you will pin on the quilt that you decide is your favorite in the show.

You will also find, as a small thank you, 2 arm-bands that will allow entrance into the show for 2 people (good both Saturday and Sunday), and our ____ Fort Bragg Quilt Show pin.

VIP JUDGE'S PACKET

(Name)

In this packet, you will find the ribbon that you will pin on the quilt that you decide is your favorite in the show.

You will also find, as a small thank you, 2 arm-bands that will allow entrance into the show for 2 people (good both Saturday and Sunday), and our ____ Fort Bragg Quilt Show pin.



Kate Lee

**Publisher, Fort Bragg
Advocate-News
& Mendocino Beacon**



**Stella
Regalia**

**2017 Fort Bragg
Quilt Show
Featured Artist**



Lindy Peters
Mayor



JOB DESCRIPTION: Volunteer List

WHEN: Beginning of May

Create a document by day and hour with all the necessary job duties for each day of the show (example attached).

Within these categories: Set-up, Tear-down, Raffle Baskets, Scribe, there will be a lead member that will find the amount of members needed and give you that information for entry to the list.

For the categories that do not have a lead member you will be responsible to fill those positions.

Resource members by making announcements at meetings, email or personal calls.

Send a reminder to the members at least two days before the show.

Make several copies of the Volunteer List to have for reference at the Quilt Show.

While at the Quilt Show confirm that all spots are filled and make adjustments if necessary.