

Austin Area Quilt Guild
Checklist for Donation Quilt Events

Event: _____ Will tickets be sold? _____
Address: _____ Pickup date: _____
Dates/times: _____ Return date: _____
Special instructions: _____

Contact information (name, phone, email):

Event or shop staff contact: _____
Guild member responsible for quilt: _____
Quilt show coordinator for questions: _____

BEFORE THE EVENT - PLEASE VERIFY

- Event is indoors, not outdoors.
- Quilt will be shown out of direct sunlight, and not by an exit.
- Food and drink can be kept away from the quilt during the event.
- Children at the event will be accompanied by adults at all times.
- No pets, no smoking at this event.
- Quilt will not be left unattended or overnight at the event.
- Event can provide display space, a 6-foot table, and 2 chairs free of charge.
- If the event and location are high-traffic, can the venue provide a roped-off area around the quilt, including stanchions and rope?
- At the event, provision is made for storage of the quilt suitcase and volunteer belongings, and for periodic removal of cash to a secure place.
- While in your possession, the quilt is stored in a smoke-free, pet-free area away from activity and preferably flat. The quilt suitcase, tickets, stubs, and cash, are kept in a secure location and are not left unattended.

DURING THE EVENT

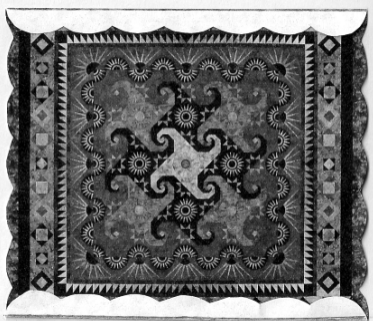
- Use 3 of the 4 poles when assembling the quilt stand. If you need to, practice before the event.
- Place the floor sheet under the stand during raising and lowering.
- Have 1-2 helpers to set up the quilt. It takes 2 people to load the quilt and raise it. An optional 3rd person holds it off the floor during setup.
- Hang the quilt from the sleeve, not the short straps. The straps are only there to help the scallops stand up straight.
- Fluff and straighten the top scallops before raising the quilt.
- Use the lint roller to remove threads and dust.
- Remove the floor sheet during viewing if it is a trip hazard.
- Do not leave the quilt, tickets, or cash unattended.
- Politely ask people not to touch the quilt or approach with food or drink.
- Keep ball point pens and other markers away from the quilt.

AFTER THE EVENT

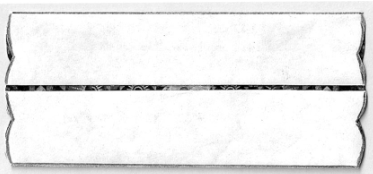
- Complete ticket records.
- Fold quilt according to diagram below, and return to suitcase.
- Put floor sheet in plastic bag. Place it in the suitcase away from the quilt.
- If soiled, wash the floor sheet before returning the quilt.
- Check that all items in the inventory list below are back in the suitcase.
- Return all materials to _____ by return date.

How to Fold the Quilt

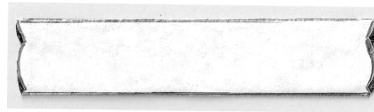
1. Fold scallops inward on 2 sides.



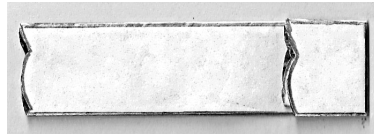
2. Fold sides into center.



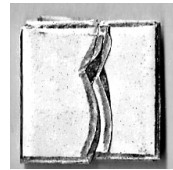
3. Fold in half.



4. Fold toward end.



5. Place in cloth bag, then in plastic bag, and then in suitcase.



Suitcase Inventory

- quilt in cloth bag and plastic overbag
- floor sheet in a separate plastic bag
- lint roller
- raffle tickets, stubs, and cash
- this checklist

Thanks!