

Austin Area Quilt Guild Criteria for Donation Quilt Events

Dear guild member,

Thank you for volunteering to take the donation quilt to an event.

Event: _____ Dates/times: _____

Address: _____ Will tickets be sold? _____

Contact at event (name,phone,email): _____

Before the quilt visit is scheduled, please review the criteria below and verify anything you are not sure of.

Additional information is available in the online [Event Checklist](#). Please review the checklist before taking the quilt to the event.

- 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 before and after the event, 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.

Special notes: