

AAQG 2010 Show Timeline – Jan., Feb., March, April 2010

Dates	Coordinator	Activity
January 2010	All Coordinators & Show Co-Chairs	<ul style="list-style-type: none"> • Initial monthly coordinator meetings begin (ongoing through August), 3rd Saturday of month, 10 am–noon at Old Quarry Library • Determine booth needs for your committee at the show and communicate with show co-chairs • Determine info for Show Guide to be posted online before June guild meeting and communicate with show co-chairs • Determine any other needs for your committee
	Co-Chairs	<ul style="list-style-type: none"> • Get raffle quilt appraised • Postcards finalized and printed; most distributed to Raffle Ticket Sales
	Awards	<ul style="list-style-type: none"> • Continue working on ribbon toppers
	Boutique	<ul style="list-style-type: none"> • Distribute boutique info and donation forms to Web Manager • Show sample items during Show & Tell • Pick up donations at monthly guild meetings (ongoing through August)
	Demonstrations	<ul style="list-style-type: none"> • Begin soliciting members for demonstrations during show (ongoing through June)
	Entry Forms	<ul style="list-style-type: none"> • Ongoing initial design
	Festival Specialties	<ul style="list-style-type: none"> • Continue sales & pre-orders through August meeting (have table, items at meetings)
	Floor Plan	<ul style="list-style-type: none"> • Work on initial booth layout as info is received from co-chairs and committee coordinators about committee booth needs
	Judging	<ul style="list-style-type: none"> • Send contract to judges, receive returned contracts, have President sign, and return a copy to judges, President, Show Co-Chairs, Show Treasurer; original completed judge contracts go to Show Co-chairs
	Publicity	<ul style="list-style-type: none"> • Initial publicity plans • Determine deadlines for print, calendars, etc. • List show info on other quilt guild and related art websites (ongoing as websites found)
	Raffle Quilt Construction	<ul style="list-style-type: none"> • Get quilt from quilter and finish (binding and sleeves for Dallas show and us)
	Raffle Ticket Sales	<ul style="list-style-type: none"> • Print raffle tickets, prepare ticket packages • Info to Quips and Web Manager about raffle ticket distribution and other info • initial distribution at February or March guild meetings

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cont. Jan. 2010	Show Guide	<ul style="list-style-type: none"> • Begin gathering info for Show Guide to be distributed online by June guild meeting (ongoing through March)
	Show Logo	<ul style="list-style-type: none"> • Distribute logo to coordinators, as requested
	Silent Auction	<ul style="list-style-type: none"> • Distribute silent auction info and donation forms to Web Manager • Continue solicitation of Silent Auction Items • Pick up donations at monthly guild meetings (ongoing through August)
	Special Exhibits	<ul style="list-style-type: none"> • If not done earlier, decide on Special Exhibits; contact exhibitor(s); determine booth and display needs
	Treasurer	<ul style="list-style-type: none"> • Prepare financial report for the show coordinators meeting and for the Board meeting (ongoing monthly through show year)
	Vendors	<ul style="list-style-type: none"> • Contact vendors with forms and info
	Volunteers	<ul style="list-style-type: none"> • Set up initial volunteer database • Get updated member info from VP-Membership (ongoing)
	Web Manager	<ul style="list-style-type: none"> • Ongoing update of show webpages with quilt show info from show co-chairs and coordinators
February 2010	All Coordinators	<ul style="list-style-type: none"> • Submit volunteer needs to Volunteer coordinator by end of month • Submit floor plan requirements (booth size and location needs) to Floor Plan coordinator • Submit any booth needs to Hanging/Takedown (poles, drape, tables, chairs, electrical, etc.)
	Show Co-Chairs	<ul style="list-style-type: none"> • Make arrangements to deliver raffle quilt to Dallas Quilt Show (mid-March) and pick it up at the end of the show • Solicit incentives for raffle ticket sales and ad sales • Review initial sponsorship plan and possibilities • Finalize quilt sales procedures • Begin planning June 2010 all-about-the-show program for guild meeting
	Conservation	<ul style="list-style-type: none"> • Determine what information to disseminate • Start production of handouts, signs, etc.
	Floor Plan	<ul style="list-style-type: none"> • Work on booth layout, using info from last show and committees re current show/guild booth needs (Special Exhibits, Wearable Arts, Raffle Quilt, Festival Specialties, Boutique, Silent Auction, Conservation, Children's Area, Demonstrations, Volunteers, Guild info booth-Membership/RWB/Baby Bundles, etc.)

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cont. Feb. 2010	Program Advertising	<ul style="list-style-type: none"> • Start planning show program advertising, including member sales incentives • Produce sales info for members to sell ads and distribute to members via email, meetings, website, etc.
	Raffle Quilt	<ul style="list-style-type: none"> • Display finished quilt at guild meetings
	Raffle Quilt Promotion	<ul style="list-style-type: none"> • Solicit volunteers to take quilt to other guilds and venues and volunteer for shop hop sales (ongoing through August) • Coordinate with shops that have shop hops • Send Raffle Quilt Sightings info to Web Manager (ongoing as scheduled) • Info to Quips as needed
	Volunteers	<ul style="list-style-type: none"> • Review online volunteer sign-up with coordinators and show co-chairs • Work with coordinators on number of volunteers needed, when needed, and who will recruit • Coordinate with Floor Plan on areas needing volunteers
March 2010	All Coordinators	<ul style="list-style-type: none"> • Submit info for Show Guide to show co-chairs • Submit volunteer duty descriptions to Volunteer coordinator • Review 2008 show CD and give Nancy Atkinson some feedback • Field trip to PEC to see our space • Review existing procedures for pre-show, during show, and post-show and revise, as needed; if you have none, write them (may contact previous committee coordinators—list is on website show pages for Show Committee) • If needed, get boxes of supplies from guild storeroom (via show co-chairs)
	Guild meetings	<ul style="list-style-type: none"> • Tables staffed for boutique, silent auction, raffle quilt ticket sales, festival specialties (ongoing)
	Show Co-Chairs	<ul style="list-style-type: none"> • Submit 3rd rental payment to PEC (\$3,110 by 3/24/2010) • Finalize timeline for show set-up, show days, and take-down; send to coordinators • Check on NQA insurance for show items on exhibit and in quilt sales booth • Field trip with coordinators to PEC • Gather show guide info • Continue planning June show info program

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cont. March 2010	Children's Area	<ul style="list-style-type: none"> • Start planning Children's Area • Start coordination of any children's quilt projects (design, gather materials, etc.) • Arrange for items to display in booth (e.g., Texas History Museum tables)
	Entry Forms	<ul style="list-style-type: none"> • Finalize entry form and beta test online form
	Festival Specialties	<ul style="list-style-type: none"> • Finalize 2011 calendar quilt choices • Design calendar and get bids for printing • If enough pre-orders for other items, order them • (Special subcommittee) Quilt sales info, procedures, and forms distributed to show co-chairs for Show Guide and to Web Manager
	Floor Plan	<ul style="list-style-type: none"> • Work on general show layout
	Hanging/Takedown	<ul style="list-style-type: none"> • Solicit initial bids from Pole & Drape vendors based on booth estimates from Floor Plan and coordinator reports of what they need for their areas
	Program Advertising	<ul style="list-style-type: none"> • Continue promoting sales of ads for the show program (guild meetings, Quips, member emails)
	Publicity	<ul style="list-style-type: none"> • Magazine calendar deadlines for Sept. show announcements (e.g., Quilter's Newsletter, Pedernales Electric Coop magazine, Austin Woman, Texas Highways, Austin American Statesman yearly calendar insert published in July 2010, etc.)
	Raffle Quilt Promotions	<ul style="list-style-type: none"> • Continue scheduling raffle quilt visits to other guilds and venues; solicit membership to take quilt and sell raffle tickets at these venues • Shop hops—arrange with stores; solicit volunteers, get needed materials ready, etc. • During shop hops—coordinate quilt, raffle tickets, volunteers, money pickup and delivery to raffle ticket sales coordinator, etc.
	Raffle Quilt Sales	<ul style="list-style-type: none"> • Initial raffle quilt ticket distribution to members at general guild meetings (ongoing through September)
	Show Program	<ul style="list-style-type: none"> • Start planning Show Program • Coordinate with Program Advertising
	Special Exhibits	<ul style="list-style-type: none"> • Promote entries for doll exhibit at meetings, via the Quips, via reminder member emails
	Vendors	<ul style="list-style-type: none"> • Continue soliciting vendors if booth space still available

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cont. March 2010	Volunteers	<ul style="list-style-type: none"> • Obtain a one-paragraph description of each volunteer job duty (e.g., sitting, standing, walking around, handling money, dealing with the general public, dealing with guild members/ volunteers, dealing with vendors, etc.) to use in recruiting at meetings, online, in the Quips • Work on volunteer sign-up sheet for Show Guide and online
	Wearable Arts	<ul style="list-style-type: none"> • Promote entries for wearable arts at meetings, via the Quips, via reminder member emails
April 2010	All Coordinators	<ul style="list-style-type: none"> • final Show Guide info turned in • final booth requirements at show (coordinated with Floor Plan and Hanging/Takedown) • publicity needs “story hooks” for media • if needed, solicit volunteers for pre-show committee work via guild email, meetings, Quips
	Admissions	<ul style="list-style-type: none"> • Solicit bus trips from other guilds (gather bus parking info from PEC, admissions info, etc., for distribution to guilds inquiring about show) • Design advance admission tickets
	Check-In/Check-Out	<ul style="list-style-type: none"> • Determine supply needs, prices • Work on check-in and check-out procedures
	Festival Specialties	<ul style="list-style-type: none"> • Begin 2010 calendar orders • Ongoing orders for show CD, shirts, etc. • Ongoing sales of pursehooks, pins, at guild meetings
	Floor Plan	<ul style="list-style-type: none"> • Finalize number of vendor booths with Vendors coordinator • Determine final number of other show booths and guild booths and their needs
	Vendors	<ul style="list-style-type: none"> • Send confirmation letters to accepted vendors, waiting list status to others
	Volunteers	<ul style="list-style-type: none"> • Finalize volunteer sign-up form based on coordinator needs • Send form to show co-chairs for Show Guide and to Web Manager; also send show job descriptions to Web Manager
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