

Volunteer Sign-Up – AAQG 2010 Quilt Show & Sale

Name _____ Email _____

Write names of adult family/friends helping to hang or take down quilts. _____

Phone numbers (home): _____ (cell): _____

Indicate below where you can work by placing an X in the line. Number of people needed in parentheses (#).

Pre-Show Through Tuesday, Sept. 14

- ____ Signage Construction (4), August weekends – Sept 14
 - ____ Check-In, Sept. 14: ____ (6), 7-9am; ____ (5), 9-11am; ____ (5), 11am -1pm; ____ (2), 1-2pm
 - ____ Floor Plan Marking, Sept. 14, 9am-12pm (2)
 - ____ Hang Quilts, Sept. 14: ____ (2), 9-10am; ____ (8), 10am-12pm; ____ (22), 12-2pm; ____ (22), 2-4pm
- NOTE: Hanging quilts is in a SECURITY AREA. Please sign up everyone that plans on helping, i.e., name your husband, adult son, grandson/daughter, etc. Also, please bring 3-step stepstools or 6-foot ladders if you can. Very physical job—lifting, carrying, walking, pushing carts, climbing.*

Turn in this form at the Guild meetings or mail or email to:
 Jane Coefield
 5224 Crystal Water Dr, Austin, TX 78735
 JaneRM_Q
 @ix.netcom.com
 512-750-3889 (cell)

Wednesday, Sept. 15, Judging and Guild Booths Set-Up

- ____ Judge Scribes – AM (10) + 1 back-up ____ Judge Scribes – PM (10) + 1 back-up
- Note: Prefer that scribes not have a quilt or wearable entered for judging. If otherwise, contact judging coordinators.*

____ Set-Up Help/Floater (2); discuss time with Jane & Pat

Thursday, Sept. 16, Guild Booths and Vendors Set-Up Day

- ____ Exhibit Signage Pinning (10), 9am-12pm ____ Award Pinning (8), approx. 4-6 pm
- ____ Set-Up Help/Floater (2); discuss time with Jane & Pat

Opening Night, Thursday, Sept. 16, 7 – 9:30 pm.

- ____ Ushers/Greeters (4, check in 6:30 pm) ____ Silent Auction (2)
- ____ Admissions (2, check in 6:30 pm) ____ Boutique (4)
- ____ White Glove Duty (12) ____ Security for Vendor Area (2)

Sunday, Sept. 19, After Closing, 4:45 – ca. 7-7:30 pm

- ____ Take-Down Quilts (26-32). See note above for Hang Quilts.
- ____ Take-Down Wearables, Dolls, etc. (2). See note above for Hang Quilts.
- ____ Check-Out (16)

Please arrive 15 minutes early for your shifts so the person you're replacing can train you and leave on time.

Final Volunteer assignments will be confirmed by phone or email 1-2 weeks prior to the show.

Keep a copy of this form for your records.

Indicate the following areas and shifts you can work by placing an X in the appropriate box. Numbers in parentheses indicate number of people needed per shift. "No" means no volunteers needed at this time.

Volunteers needed (#)	Friday, Sept. 17				Saturday, Sept. 18				Sunday, Sept. 19		
	10-12	12-2	2-4	4-6	10-12	12-2	2-4	4-6	12-2	2-4	4-5
Admissions/Box Office (3)											
Programs/Lobby (1)											
Boutique (2); Sun., 4-5pm (4)											
Children's Exhibit (2)											
Conservation (1)											
Consignment Quilts (1-2)	filled	filled	filled	filled	filled	filled	filled	filled	filled	filled	filled
Demonstrations Area (1-2)											
Bed Turnings (2 + 1 narrator)	no			no	no			no		no	no
Door Watch/Security (5)											
Festival Specialties (2)											
Floater go where needed (5)											
Membership Booth (1)											
Raffle Quilt Ticket Sales (2)											
Silent Auction (2)											
Special Exhibits-Dolls (1)											
Special Exhibits-SAQA (1)											
Survey Taker (2; 1 at 2-4pm)				no				no			no
Treasurer (1)											
Vendor Angels (3)											
Volunteer Table (3/am; 2/pm)											
Wearable Arts (1)											
White Glove Duty (12)											