

Entry Forms - 2010 Quilt Show Timeline

Dates	Coordinator	Activities
Oct 2009 – Feb 2010	Entry Forms	<ul style="list-style-type: none"> • Start updating Quilt Show entry form with input from quilt show committee • Start automating entry form with Web Manager • Finalize entry form
Mid Mar 2010	Show Guide	<ul style="list-style-type: none"> • Send entry form & entry article to Show Guide • Send entry form to website coordinator for AAQG website
Apr – Jul 2010	Entry Forms	<ul style="list-style-type: none"> • At guild meetings, encourage members to enter their quilts in the quilt show. • Put articles in the Quips about entering quilts (Apr 12, May 10, Jun 14, Jul 12) • Bring copies of entry form to guild meetings • Set up a table at guild meetings to accept entry forms
Jul 5, 2010	Entry Forms	<ul style="list-style-type: none"> • Deadline for completing entry forms and entering quilts in show
Jul 6 –16	Entry Forms	<ul style="list-style-type: none"> • Collect and Process Entry Forms • Enter Forms in database • Email # of entries to all coordinators • Contact entrant if forms not filled out completely • Contact entrant if missing check • Red Flag entries if notice any quilts in wrong category/information for verification committee to review.
Jul 17 – 25	Co-Chairs Entry Forms	<ul style="list-style-type: none"> • Verify entries • Notify quilters by email/letter if quilts have been moved • Enter any changes in database
Jul 25 – 31	Entry Forms	<ul style="list-style-type: none"> • Send confirmation emails/letters to all entrants • Send sleeve email/letters for quilts greater than 87 inches
Jul 26 - Aug 8	Floor Plan	<ul style="list-style-type: none"> • Determine placement of quilts • Assign numbers based on placement
Jul 26 – Aug 14	Quilt Signage Judging Awards	<ul style="list-style-type: none"> • Editing of data by Quilt Signage • Entry Data sent to Judging with understanding data is not finalized • Number of Awards/Quilts in each category
Aug 9	Entry Forms	<ul style="list-style-type: none"> • Article for Sept Quips with final numbers of quilts entered in the show by category.
Aug 8 –14	Entry Forms	<ul style="list-style-type: none"> • Floor Plan gives assigned numbers to Entry Forms • Entry Forms enters assigned numbers into database
Aug 15 – 21	Entry Forms Printed Program Quilt Signage Show CD Quilts for Sale Photography	<ul style="list-style-type: none"> • Final Data to: <ul style="list-style-type: none"> ○ Printed Program ○ Quilt Signage ○ Photography (Access DB) ○ Show CD (Access DB) ○ Quilts for Sale (Access DB)

	Appraisal Hanging/Takedown Wearables/Accessories Check In/Out Judging	<ul style="list-style-type: none"> • Specialized Reports to: <ul style="list-style-type: none"> ○ Check In/Out ○ Judging ○ Appraisal ○ Featured Quilters ○ Hanging/Takedown ○ Wearables/Accessories
Aug 21 – Sep 14	Printed Programs Entry Forms	<ul style="list-style-type: none"> • Printed Program formatted • Quilt Signage formatted • Printer prints quilt show program • Entry Forms notifies Judging, Check In/Out, Floor Plan, Hanging Takedown, Quilt Signage of any withdrawals
Sep 14 Sep 15 Sep 16 Sep 17-19		<ul style="list-style-type: none"> • Quilt Show setup • Judging • Opening Night • Quilt Show open to public
Sep 19	Entry Forms Show CD	<ul style="list-style-type: none"> • Enter awards into database • Sends data to Show CD person