

Hospitality Coordinator

This is a one-person job.

Responsible for:

- Providing hospitality for vendors and guild workers during the course of set up and the show.
- Soliciting paper products, drinks, baked goods/snacks from members (see example sign up sheet).
- Providing cold water during set up and take down.
- Throughout the days of the quilt show, keeping the kitchen and break room clean and in order; keeping food covered and organized.
- Setting up a space for coffee, etc. each morning of the show.
- At the end of each day, shutting off coffee/tea pots, cleaning them, covering food, and on last day having members take home any items they left.
- Coordinating vendor lunches on Saturday and Sunday.
- On last day making sure rooms are clean and picked up.
- Providing a summary of work done, lessons learned, etc. to Show Chairs to pass on for the next show.

Materials Required:

- Card tables in break room? Check with Set Up Coordinator.
- Recycle bin/bag for plastic water bottles.

See separate file:

- Sample Hospitality Food Sign Up Sheet