

Thimbles and Friends Quilt Guild  
Timeline QS17

- Apr-16
  - Solicit ideas for show theme; co-chairs select three
- May-16
  - Membership votes on show theme
  - Distribute sign up liust for sub-committee chairs at May general membership meeting
  - Conduct first organizational meeting
  - Begin search for new venue, if needed
- Jun-16
  - Organizational Meeting
  - Assembly of raffle quilt
- Jul-16
  - Organizational Meeting
  - Assembly of raffle quilt
- Aug-16
  - Organizational Meeting: Publicity plans due
  - Assembly of raffle quilt
- Sep-16
  - All positions filled
  - Venue and dates scheduled
  - Distribute timeline, organizational meeting schedule, members reserve show dates on their calendars
  - Dates of other area quilt shows known
  - Raffle quilt top complete
  - Announce Challenge theme and directions
- Oct-16
  - Begin vendor solicitation
- Nov-16
  - Raffle quilt quilted, bound, labelled
  - Raffle quilt tickets ready and ordered
- Dec-16
  - Vendor registration and fees in; confirmation letters mailed
- Jan-17
  - Media publicity ready for distribution
  - Flyers, bookmarks ready for distribution
  - Begin distribution of flyers, bookmarks to businesses and guilds
  - Begin collection of raffle basket donations (ongoing next nine months)
  - Paperwork for Show Book ads out
- Feb-17
  - Distribute raffle tickets
- Mar-17
  - Boutique consignment info available to quild members
- Apr-17
  - Distribute Quilt Entry Form (have it revised and available on website)
- May-17
  - Extra raffle quilt tickets available
  - Any unfilled show committee chairs named
  - Announce quilts, challenge quilts and silent auction items are due at September mtg

Thimbles and Friends Quilt Guild  
Timeline QS17

- Jun-17
  - QS organizational meeting (agenda TBD)
  - *Hanging sleeve instructions ( distribute with entry form or post on website)*
- Jul-17
  - QS organizational meeting (agenda TBD)
- Aug-17
  - QS organizational meeting (agenda TBD)
  - Quilt Entry forms due with a sketch or picture ; challenge quilt descriptions due
  - Show book ads due with welcome page, etc
- Sep-17
  - All quilts registered to show, all silent auction donations, all challenge quilts due
  - Site visit to determine last minute needs
  - Worker Schedules distributed; white glove and other task sign-ups
  - Final donations to raffle baskets due
  - Distribution of additional bookmarks, flyers
  - Additional boutique packages available
  - Final confirmation of vendors
  - Final contact with media for publicity stories and pictures, press releases
  - Show book to printers
- Oct-17
  - Review with members: attendance at show a condition of membership
  - Review with members: floor plan, order of tasks, set-up plan, food for members and vendors, take down process
- Nov-17
  - Vendor/ad thank you letters sent
- Dec-17
  - Committee Reports due
- Jan-18
  - Website updated