

Quilt Registration Coordinators

(includes both Show quilts and Challenge quilts)

This is a two-person job:

Responsible for:

- Setting requirements for quilt entry (plastic bags, sleeves, label, etc.).
- Updating quilt entry form (see separate file).
- Providing quilt entry form and entry requirement to newsletter and website.
- Serving as contact person for individuals entering quilts.
- Receiving quilt entry forms and photos.
- Verifying any missing information on entry forms.
- Providing Show Book Editor with copy of entry forms.
- Scheduling delivery and pick up of quilts.
- Planning arrangement and hanging of quilts.
- Managing getting quilt in the proper bags during take down and returning quilts to owners.
- Providing a summary of work done, lessons learned, etc. to Show Chairs to pass on for the next show.

See separate files:

- 2015 Quilt Entry Form
- 2011 Show Registration Report

2009 Show Notes from Pat:

- Registration was very smooth and easy for this show.
- Registrations forms were sent two months before the show with the stipulation that the quilt was finished (hanging sleeve and label excluded.)
- All forms were submitted to me with title, size and a photo for identification purposes.
- All quilts were brought to the October meeting (about two weeks before the show) and a receipt was given for each quilt for pickup with a number, a signature from me or Tracey and the name of the quilt.

- All quilts were required to come in a large plastic tote bag with the name and number of the quilt along with the owner's name on the outside.
- I placed each form in its bag before going to the show and that remained in the bag after the quilt was hung. This was doubly important as it was a rainy day and the quilts were protected and easy to handle.
- The quilts were not placed until the hanging so as to arrange them somewhat by size but also by compatibility. This did not seem to affect the speed of hanging.
- At take-down, each quilt as folded, checked with its photo for a match and lined up on tables in numerical order.
- No quilt was released until all the quilts were there. It was then very easy and quick to check receipts and distribute quilts to their owners.