

Set-Up Coordinator

Responsible for:

- Drafting schedule times for set up (clearing rooms, rack arrival, rack assembly, quilt hanging starts, vendor arrival/set up, decorating, etc.). Getting input from Show Chairs.
- Assigning people to:
 - Assist janitor with storing tables, etc.
 - Set up tables for vendors, admission, quilt raffle, basket raffle, boutique, silent auction per floor plan
 - Set up quilt racks per the floor plan
 - Hang quilts in coordination with Quilt Registration coordinator
 - Assist vendors with set up
 - Stuff show books with viewers' choice ballots
- Managing sign-in/sign-out sheet (tracks member hours worked) for Friday setup.

See separate file:

- Sample Sign In/Sign Out Sheet