

SHOW CHAIRS

This is a two-person job.

In addition to overseeing all aspects of show, responsible for:

- Calling and chairing show planning meetings.
- Developing a timeline (schedule) for all activities needed to put on a successful show.
- Enlisting guild members to serve as coordinators for the various show jobs.
- Maintaining a checklist of all show jobs and verifying that each area is progressing according to schedule.
- Serving as point persons at guild meetings for quilt show discussions.
- Serving as resources of information for coordinators.
- Assuring that coordinators are aware of their budgets.
- Just prior to and during the show, responsible for:
 - Identifying all areas of show that needs workers, including white gloving.
 - Making a master sign up chart for same and verifying that all areas have adequate coverage.
 - Ensuring coverage of quilting area at all times of the event.
 - Developing a system for making sure guild members don't overbook and remember where they are supposed to be at appointed times.

See separate file:

- Sample Master Sign Up Chart