

## Descriptions of SIQ Quilt Show Volunteer Opportunities

### Show Set-up & Take Down – Lead: Karen Guinn

Thursday, April 27, 2023, and Saturday, April 29, 2023

These volunteers work to set-up the quilt show on the Thursday before the show and on to take down the quilt show on Saturday afternoon at the end of the show. Set-up activities include transporting material and equipment to the show location, arranging tables and chairs, installing signage, erecting quilt racks, unpacking and hanging quilts with labels and ribbons. These "behind the scenes" positions involve lots of walking, climbing, and lifting. Take down activities include stowing tables and chairs, retrieving and repacking (or ensure owner retrieves) quilts, removing all SIQ materials, packing, or disassembling and transporting all SIQ materials and equipment back to its storage location. You're welcome and encouraged to bring a strong helper to help assemble/disassemble the quilt racks and lift the quilts. The SIQ will provide white gloves for handling the quilts. Please indicate if you can help with transportation (a van/SUV or covered truck) of SIQ materials and equipment. Set-up shifts are 2 hours long. Expectations for show take down usually takes are that it is an "all hands on deck" effort and everyone helps until the task is completed.

### Admissions – Lead: Volunteer Coordinator

Friday, April 28, 2023, and Saturday, April 29, 2023

These volunteers work on Friday and Saturday during the quilt show to welcome attendees, collect admission fees, provide orientation to the show layout, answer questions about the show and SIQ guild, sell raffle tickets for the quilt or baskets, invite attendees to visit the Low Country Store and vendors as well as to submit a vote for Viewers' Choice Selection. These volunteers represent the SIQ guild to attendees and spend the shift sitting, standing, and walking. Shifts are 2 hours long.

### Judging Support – Lead: Lynn O'Neal

Thursday, April 13, 2023, and Thursday, April 21, 2023

These duties are performed by the members of the quilt show committee a week or two before the show to assist the quilt judge, Karen Kendo, in examining the quilt show entries submitted for judging. These "behind the scenes" positions involve collecting, organizing, and transporting the submissions, lifting, and handling the quilts for the judge, taking notes for the judge, and organizing and packing the quilts for transportation to the quilt show venue. These volunteers are expected to respect the confidentiality of the evaluation process and its results. The SIQ will provide white gloves for handling the quilts. No additional volunteers are needed for this area.

### White Glove – Lead: Volunteer Coordinator

Friday, April 28, 2023, and Saturday, April 29, 2023

These volunteers work on Friday and Saturday during the quilt show roving quilt show area, showing off the reverse side of quilts, and answering questions about the show and SIQ guild. These volunteers represent the SIQ guild to attendees and spend the shift standing and walking. The SIQ will provide white gloves for handling the quilts. Shifts are 1 hour long.

## Descriptions of SIQ Quilt Show Volunteer Opportunities

### Viewers' Choice Selection – Lead: Donna McCoy

Friday, April 28, 2023, and Saturday, April 29, 2023

Prior to the show, these volunteers design a viewer's choice ballot that is included with the program for each attendee. On Friday and Saturday during the quilt show they work to collect and tally Viewers' Choice votes, prepare presentations, and photograph the winner with his or her submission. These volunteers represent the SIQ guild to attendees and spend the shift sitting, standing, and walking. Shifts are 2 hours long.

### Quilt Raffle – Lead: Lee Hix & Shelby Berry

Friday, April 28, 2023, and Saturday, April 29, 2023

In the year preceding the quilt show SIQ guild members design and complete a quilt. The quilt is used to advertise the quilt show and to raise funds for the SIQ guild through the sale of raffle tickets. In the months just prior to the quilt show, the SIQ guilds produces and distributes raffle tickets to members for sale and then account for tickets sold and collected monies. On Friday and Saturday during the quilt show these volunteers monitor the sale and collection of additional raffle tickets. Following the quilt show, volunteers conduct a public drawing, notify the winner, and make award presentations, photograph the winner with the raffle quilt if possible or arrange for shipment. These volunteers represent the SIQ guild to attendees and spend the shift sitting, standing, and walking. Shifts are 2 hours long.

### Raffle Baskets – Lead: Mary Ann Voegtle

Friday, April 28, 2023, and Saturday, April 29, 2023

In the months just prior to the quilt show, the SIQ guild assembles gift baskets with the intent of raising funds for the guild through the sale of raffle tickets during the quilt show. On Friday and Saturday during the quilt show volunteers arrange the gift basket tables, sell, and collect raffle tickets, and monitor the gift basket tables and ticket collection boxes. Following the quilt show, volunteers conduct a public drawing, notify the winners, and make award presentations, and possibly photograph the winner with the raffle quilt if possible. These volunteers represent the SIQ guild to attendees and spend the shift mostly sitting. Shifts are 2 hours long.

### Low Country Store – Lead: Donna McCoy & Andrea West

Thursday, April 27, 2023, Friday, April 28, 2023, and Saturday, April 29, 2023

In the months just prior to the quilt show, SIQ guild members donate new or gently used sewing and quilting project materials, supplies, and books to the guild with the intent of raising funds for the guild through the sale of these items during the quilt show. During show set-up, volunteers will price items that are for sale. On Friday and Saturday during the quilt show volunteers arrange “the store”, monitor the tables displaying the items for sale, assist attendees “shopping” the store, and make sales and collect funds. Following the quilt show, volunteers, collect and pack unsold items for return to the guild. The SIQ will provide white gloves as needed. These volunteers represent the SIQ guild to attendees and spend the shift mostly sitting. Shifts are 2 hours long.

## Descriptions of SIQ Quilt Show Volunteer Opportunities

### Food Trucks – Lead: Danielle Gillespie

Friday, April 28, 2023, and Saturday, April 29, 2023

In the months just prior to the quilt show, food vendors are invited to set up outside the venue during the quilt show. During this time, SIQ guild members secure food vendor commitment and coordinate issues such as adequate signage, menu boards, seating/shade, trash collection and removal, and hygiene needs between the vendors and venue staff. On Friday and Saturday during the quilt show these volunteers serve as liaisons between the food vendors and the venue staff to provide a safe and enjoyable al fresco dining experience to show attendees and the SIQ guild community. These mostly "behind the scenes" positions volunteers represent the SIQ guild to vendors and venue personnel and spend the shift standing and walking. No additional volunteers are needed in this area.

### Vendor Support – Lead: Lynn O’Neal

Friday, April 28, 2023, and Saturday, April 29, 2023

In the months just prior to the quilt show, quilting and sewing related vendors are invited to set up sales or demonstration booths inside the venue during the quilt show. During this time, SIQ guild members secure vendor commitment and coordinate issues such as booth size, requirements for furniture or other infrastructure needs, and set-up and take down schedules with the vendors and venue staff. On Friday and Saturday during the quilt show these volunteers serve as liaisons between the vendors and the SIQ guild to provide a successful vendor experience. They may also mind vendor booths while the vendors need a short break away from the booth. These volunteers represent the SIQ guild to vendors and venue personnel and spend the shift standing and walking.

### Volunteer Coordinator – Lead: Bobbie Elder & Cindy Hunt

Thursday, April 27, 2023, Friday, April 28, 2023, and Saturday, April 29, 2023

In the months just prior to the quilt show, create a schedule of SIQ quilt show volunteer opportunities and encouraging 100% participation solicit volunteers from the SIQ guild membership to fill the schedules. Inform SIQ guild members of the general and specific responsibilities of each volunteer opportunity. Create daily shift schedules resolving any conflicts within original volunteer sign-up sheets. Prepare and distribute volunteer name tags. A few days before the quilt show, distribute finalized shift schedules along with general reminders and necessary instructions. On Friday and Saturday during the quilt show, these volunteers monitor schedule execution adjusting as necessary.

### General Notes

If you are unable to fulfill an assigned shift, please make every effort to find a substitute and notify the Volunteer Coordinator. If you must cancel at the last minute, please notify the Volunteer Coordinator. On Friday or Saturday during the quilt show, please check in at the admissions table least 10 minutes before the scheduled start of your shift to ensure a smooth transition and to learn what specific duties must be accomplished. Please wear your name tag and comfortable walking shoes (the venue floor is concrete). There is no secure storage at the venue for handbags.