

PCCQG

Pacific Coast Council of Quilt Guilds

Quilt Show and Committee Functions

PCCQG is the parent organization of the _____ Quilt Show. To be a participating guild in the quilt show, the guild must be an active member of PCCQG. PCCQG has three standing functions in addition to the quilt show.

WORKSHOP COORDINATOR: This individual arranges for and oversees the workshops sponsored in a week adjacent to the Show. This is an effort to bring nationally known teachers to the area that individual guilds couldn't afford.

FEASIBILITY COMMITTEE: This group does future planning for the Show; helps initiate and support new aspects of the show; supports the Workshop Coordinator; approves new Sponsored Awards; and problem solves Show issues brought to its attention.

PCCQG / SHOW GUILD REPS: Each member Guild appoints a member to represent the Guild at PCCQG meetings as well as a member to serve as liaison between the Show and the Guild. Often these two roles are filled by a single member.

PCCQG Quilt Show has 22 separate committees and functions.

SHOW CO-CHAIRS: These two individuals oversee the entire Show function. They are responsible for contracts with the venue, security and vans. They also take direct responsibility for the Information Table, senior bus promotion, Scavenger Hunt and Opportunity Quilts. They serve a two year term.

DATA TEAM: Using Word and Excel, these individuals design and publish applications for quilts (adult and youth), judging and garments; collate and distribute information with spreadsheets about the quilts, judging and garments; produce and display the artists' statements for each quilt and garment.

ACQUISITIONS: This committee encourages participation in entering quilts in the Show, gathers quilt applications, sends computerized data to the Data Team, creates a quilt binder which goes to Design, gather and stores the quilts, takes the quilts to the Venue, collects the quilts after the show and return them to their owners. We suggest 2 individuals per guild.

DESIGN / LAYOUT: This committee receives the quilt applications binder from the Acquisitions and in one weekend, designs the layout of the quilt bays at the show. They draw each panel to scale for the Setup committee to use to compile all the hanging equipment needed and to use as a map for hanging quilts in each bay at the show.

SET UP/ TAKE DOWN: This committee, using the designs of the bays, determines supplies needed to hang the quilts. On Friday morning before the show and with volunteer help, they hang the quilts. On Sunday afternoon at the close of the show, with volunteer support they take the quilts down and return them to Acquisitions.

JUDGING: This committee establishes judging categories, contracts with a certified Judge for the upcoming show, and arranges for a judging venue. Committee members obtain quilts to be judged from Acquisitions. On Wednesday before the Show, they with volunteers assist the Judge, produce the judges' comments for the entrants and a list of winners. On Saturday morning before the Show opens, they attach ribbons to the winning quilts.

YOUTH: This committee promotes sewing and quilting to young people of the guilds' communities. The committee members encourage and assist young people to make and enter quilts in the Show and provide 'participation gifts' to each participant. They staff a "Youth Check-In" table near Admissions.

GARMENTS: This committee encourages participation and provides garment applications (from Data Team). Members gather garment applications and computerize them for the Data Team. They gather and store the garments, take them to the Venue and arrange the display. During the Show, with volunteers, they act as Hostess and Security for the garments, and gather and counts viewers' choice ballots. On Sunday, they award ribbons and take down the display, returning the garments to their owners.

CHALLENGE: This committee establishes the challenge theme for the coming Show and encourages participation in the Guilds. Members collect completed applications as well as the completed Challenge quilts. They set up the challenges display. Acting as Hostess and Security, they gather and count the viewer's choice ballots. On Sunday, they award ribbons and take down the display, returning quilts to their owners.

SPONSORED AWARDS COORDINATOR: This individual writes to previous sponsors and gathers money for awards for the coming Show. The Coordinator publishes the list of awards by January of the Show year. Before the Show the coordinator arranges for non-guild member judges and volunteers to accompany them. On Friday afternoon before the Show, the award winning quilts are selected. On Saturday morning before the Show opens, the Coordinator attaches ribbon to the winning quilts and hangs a list of winners behind the Information Table.

HOSTESS: This committee coordinates volunteers who act as hostesses on each aisle of quilts, pointing out special aspects of interest on the quilts and showing the backs of those interested. Judging results and the Sponsored Award prizes are at the Hostess table in the lobby.

SECURITY: Committee members will man the Security Table where volunteers report for name tags. The Security table also serves as Lost and Found, and First Aid. Security for Committee members, with volunteers are present at all entrances/exits assuring that all entering have a name tag and/or wrist band, and that no open food is brought into the Show.

PINS: This individual provides samples of pins for the upcoming Show and then orders the pins chosen.

ADMISSIONS: This committee sells wrist bands and Show pins for the coming Show at guild meetings prior to the Show. With volunteer support, they sell wristbands and show pins at the Show entrance.

PROGRAMS: This individual designs and prints the programs for the Show and viewer's choice ballets.

VENDORS: This committee collects deposits and then final payments from appropriate vendors throughout the year. On Friday before the show, committee members with volunteers, prepare vendor booths for occupancy and sign in arriving vendors. Throughout the show they provide snacks, lunch and break support to the vendors. On Sunday afternoon they assure that all areas have been cleared by vendors before they leave themselves.

FOOD VENDOR: This individual works with co-chairs, as food is supplied by venue.

QUILT SALES: Committee members coordinate the donation and sales of quilts by participating guilds. They manage a vendor booth which is paid for by participating guilds. The money from sales goes directly back to the guild whose quilt was sold.

RAFFLE & ADS: This committee sells ads for the Show program for cash or equivalent product. Product collected as well as donations of fabric from the guilds is raffled off at a vendor booth during the Show.

MARKETING: The marketing committee promotes the Show to two primary groups: 1) quilters throughout the state through guilds and quilts shows, and 2) the general public within the region of the guilds of the Show. Marketing produces printed flyers and rack cards; local library displays; magazine, newspaper and radio ads, internet e-blasts and Facebook entries. Marketing has its own website: Marketing works throughout the year.

SIGNS: This individual produces all signs needed by the Show and individual committees as well as displaying many of them at the Show.

VOLUNTEER COORDINATOR: This individual works with the committee chairs to produce all name tags needed for volunteers, vendors, and others during the Show and insure that volunteers have not signed up to cover multiple shifts at the same time.