

2009 Friendship Quilters 1st Annual Quilt Show

October 23-25, 2009

Quilt Show Committee Coordinator: Donna Nicholson
Minutes of Status Meeting of June 6, 2009

Purpose of the meeting is to get a status from each committee to include:

1. Members recruited
2. Budget requests not already submitted
3. Status of activity for the committee
4. Questions that need discussion or to put on the list for the Kansas quilt show observation.
5. Name Tags: Need to discuss the options provided by the committee and alternatives suggested by general membership.

Reports from the following committees to be discussed:

Venue	Brownie Drummonds
Quilt Entry/Receiving	Irene Dison/Jackie Crumley
Craft and Gift Sales Table	Peggy Williams
Quilt Takedown	Terry Russell
Publicity	Ann VonAllmen
White Glove	Brownie Drummonds
Display Racks	Donna Nicholson
Ticket Table	Jackie White/Brownie Drummonds
Tea Room	Beth Staples
Demonstrations	Carole DeGrenier
Name Tags	CJ Anderson

VENUE COMMITTEE: Responsible for researching venues and availability, special requirements, facilities (i.e., restrooms, water supply, lighting).

Brownie Drummonds, chair

- o Ask Brownie to get a site diagram and start figuring setup for demos, vendors, check-in. Demos should be in the back corner on a diagonal to maximize participant viewing and minimize traffic bottlenecks.

QUILT ENTRY/RECEIVING: Responsible for entry forms (distribution and receiving), quilt labels, receiving quilts for display.

Irene Dison/Jackie Crumley, co-chairs

1. Celisia Burke

- o Check-in of quilts should be on Wednesday before the show. Store them at Nana's Workshop.

CRAFT & GIFT SALES TABLES: Responsible for pre-planning, identification of member vendors, set up and displays for the sales table at the show.

Peggy Williams, chair

1. Sarah Childress
2. Terry Russell

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- o 6 and 8 foot tables. Setup to show where the quilts will be, craft tables, quilt display racks.
- o Setup time to be determined. Members with tables must arrange for manning the tables throughout the show, by friends, family members, other quilters.

QUILT TAKEDOWN: Responsible for securing workers to help with takedown and return of quilts to their owners.

Terry Russell, chair

1. Beth Staples
2. Ann VonAllmen

- o Using the quilt entry/receiving forms and matching the ticket numbers, have the recipient sign off that they received their quilt(s) in good condition at the end of the show.

PUBLICITY: Responsible for all publicity opportunities, brochures, flyers, etc.

Ann Von Allmen, chair

1. Terry Ware
2. Rachel Bates
3. Shirley Sargent (posters)
4. CJ Anderson

- o Suggestions for other outlets: Daily Home and the Buy-Sell paper.
- o Do not advertise in the Birmingham News
- o Prepare notices for other guilds' newsletters.

WHITE GLOVE: Responsible for scheduling workers, glove supplies.

Brownie Drummonds, chair

1. Beth Staples
2. Jordan Huey

- o Check with the Birmingham Guild to see if they have some we can borrow or determine cost to purchase 25 pairs.

NAME TAGS: Responsible for special name tags for members to identify Friendship Quilters guild members.

CJ Anderson, chair

1. Paige Everett
 - o Voted to use the option #2, clip-on tags. Text on name tags to be determined. Will we have member names, position (i.e., pres, committee chair, etc.) or plain with just Friendship Quilters and the logo.

DISPLAY RACKS: Responsible for securing racks, arranging for delivery, setup, and return.

Donna Nicholson, chair

1. Paige Everett

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- o Contacted Peggy Rhodes again to confirm loan of racks. Arranging time for me to observe their setup and/or takedown during the QuiltFest 2009 at Oak Mountain Middle School the weekend of June 20/21.
- o Budget: \$25 per driver (up to 3) for delivery/pickup of racks
- o One or two from the Wednesday group might be able to view the set up on Wednesday June 17. Donna to see the takedown on the 21st.

TICKET TABLE: Responsible for manning the ticket table on show days, accounting for ticket sales, change (working with treasurer).

Jackie White/Brownie Drummonds, co-chairs

1. Gloria Davis
2. Irene Dison
3. Debbie Swann
4. Shirley Sargent

- o Cash box and \$50 in \$1s for change at the show ticket table. \$3.00 per person.
- o Giveaways: old quilting magazines 1 per visitor only.
- o Need/want quilt racks at each end of the ticket table.

TEA ROOM: Responsible for supplies, change (working with treasurer), area setup and maintenance, service.

Beth Staples, chair

1. Brenda Franklin
2. Celisia Burke
3. Sarah Childress
4. Mary Casey

- o Based on feedback from five other quilt shows, we voted to discard the idea of sale of public refreshments, but WILL provide sandwich foods, chips, water, cookies, for our guild members only.

DEMONSTRATIONS: Coordinate the list of demonstrations, members to demonstrate, area setup.

Carole DeGrenier, chair

1. Ann VonAllmen
2. Sue Robinson
3. Judith Miller

- o Cash box needed and \$50 in change for the Make it & Take it projects at \$4.00 each.

MISCELLANEOUS topics discussed:

- o Should we have a \$25 gift card from Cracker Barrel for the winner(s) of the Viewer's Choice awards. If so, for each category or one overall winner?
- o Revised budget based on additional information received. Total budgeted to-date: \$1149.00.
- o Discussion of possible drawing for Patient Partner award (a guy gift).

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Not discussed at the meeting, but interesting scenario: Assuming \$3 per person, our break-even point is 383 visitors. This will be off-set by any funds received from the guild craft table and receipts from vendor table fees and demo project sales.

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