

VII. The NLQG Quilt Show

1. An appointed Quilt Show Chair will serve as a member of the NLQG Executive Board and will coordinate all activities of the Quilt Show committee. Committee chairs for the show features listed in item 4 will serve as Quilt Show committee members.
2. Only NLQG members, or member's relatives 18 or younger, may show a quilt in the show.
3. Provided that ample space is available, members may enter any number of quilts. Should space be a consideration, members with the most entries may be asked to withdrawal some of their entries.
4. In addition to member's quilt displays, standard features of the Quilt Show:
 - a. Demonstrations
 - i. May be presented by NLQG members or show vendors
 - ii. Should be scheduled and announced throughout the show
 - iii. May include quilts not made by NLQG members but submitted for demonstration by members (i.e. bed turning)
 - iv. Coordinate all activity of the demonstrations area
 - b. Door Prizes/Favors
 - i. Door prizes should be collected or made throughout the 2 years prior to each quilt show.
 - ii. Vendors may be asked to contribute to the door prizes, but it is not mandatory
 - iii. Favors are optional, but a nice touch to welcome each guest to the Quilt Show
 - iv. Donors of door prizes should be included on a poster of recognition
 - v. The guild should expect to present 70-75 door prizes
 - vi. Door prizes should be awarded upon entry based on a method determined by the committee
 - c. Featured Quilts
 - i. Featured quilts should encompass no more than 10% of the show display length or 100 feet, whichever is greater
 - ii. Featured quilts:
 1. May be from only one member with a body of work of at least 30 quilts recognized as the Featured Quilter OR
 2. May be from a variety of members with an NLQG tenure of 3 years or more. Each member is limited to one submission to the featured quilt area
 3. May have been displayed at a previous NLQG show but will never be displayed again unless by a featured quilter
 - iii. A committee of one member from each chapter and the Quilt Show chairman will determine the quilts/quilter to be featured in this area

- d. Finance (Chair – Guild Treasurer)
 - i. Quilt Show committee will submit budget needs to the executive board for approval
 - ii. Quilt Show committee will spend approved funds as needed without further approval from the executive board
- e. Hospitality
 - i. Responsible for white gloves for guests
 - ii. Assign members to monitor various areas of the show (ASK ME tags). Be sure the monitors know the various areas of the show
 - iii. Utilize texts to remind members of their responsibilities
 - iv. Assign members to welcome guests and sell tickets (Guests from ages 9-79 were \$7 in 2020)
 - v. Clearly display a sign indicating entry prices
 - vi. Determine a method by which the guild could know the home area of each guest attending
- f. Layout
 - i. Maximize the space allotted for the show for the optimum display of quilts
 - ii. Work with registration chair to determine location and labeling of quilts
 - iii. Work with vendor chair to determine location of vendors
 - iv. Work with demonstration chair to determine location of demonstration area
 - v. Coordinate setup and take down of the show
- g. Publicity
 - i. Determine biggest bang for the buck on publicity
 - ii. Schedule television appearances
 - iii. Send press releases to area news outlets
 - iv. Maximize technology usage
 - v. Investigate the feasibility of a Virtual Quilt Show
 - vi. Prepare show handout which may include guild purpose, chapter meeting times, social media addresses, demonstrations schedule, Quilt Show committee, featured quilts, raffle quilt, etc.
 - vii. Prepare and display banners and/or yard signs (may need revisions - consider in budget)
- h. Raffle Quilt
 - i. Design and coordinate all aspects of the raffle quilt
 - ii. Order tickets in coordination with the guidelines of the Louisiana Gaming Commission. (LSU quilt sold 4000 tickets) Include this cost in the quilt budget
 - iii. Arrange to sell tickets at other local events such as the boat show if possible

- iv. Assign members to monitor the raffle quilt table throughout the show
- v. Administer the raffle quilt drawing 30 minutes before show closes
- i. Registration
 - i. Utilize one electronic form for all registrations (including bed turnings, youth quilts, etc.)
 - ii. Send an electronic confirmation to all registrants
 - iii. Emphasize that submitted information is what will be printed on the quilt tags
 - iv. Prepare quilt cards to display with the quilts
 - v. Utilize personal cardstock, ink, etc. to prepare display cards. Include in budget
- j. Vendors
 - i. Contact potential vendors (save the date – 1 year out)
 - ii. Collect and submit deposits as soon as fees are approved by the Quilt Show committee
 - iii. Acquire proof from vendors as authorized dealers and sales territory for product lines
 - iv. Budget for vendor snacks and/or arrange for food delivery if needed
 - v. Coordinate all vendor setup and take down
 - vi. Serve as hospitality for all vendors