

Below are the open Quilt Show positions as of January 11, 2025. If you would like more detailed information on these subcommittees, please feel free to contact Stacy Spaulding at [QuiltShow@boisebasinquilters.org](mailto:QuiltShow@boisebasinquilters.org).

Note that some committees do not need to begin functioning until a few months before the quilt show, although you are still welcome to come to our quilt show meetings beginning in January.

The positions in red need to be filled as soon as possible.

### **Immediate Need:**

#### **Assistant Chair**

For detailed information on this position, please contact Stacy Spaulding at [quiltshow@boisebasinquilters.org](mailto:quiltshow@boisebasinquilters.org).

#### **Recording Secretary**

- Records minutes of all meetings and votes of the Committee and returns to chair.

#### **Vendor Coordinator**

- Identifies, obtains, and sends information, including invitations to potential Show Vendors.
- Identifies and coordinates registration, marketing, sponsorship, and door prize opportunities.
- Coordinates vendor ambassadors during the Show.
- Provides signage, vendor angels, and other services deemed appropriate.
- Collects necessary tax or provides 501(c)(3) charitable donation documents as necessary.

### **Silent Auction Coordinator**

- Gather a collection blocks, quilt tops, assembles kits...etc. which will be auctioned at the Show.
- Auction paperwork prepared for each item including "Buy it Now" pricing.
- Sets up auction booth, monitors sales and coordinates with treasurer during the Show.

### **Raffle Quilt Coordinator**

- Coordinates ticket sales at the membership meetings and Quilt Show.
- Identify venues, schedules volunteers to sell tickets.
- Transportation and the overall security of the Raffle Quilt.
- Coordinates monetary requirements with the treasurer.
- Ensures Quilt Show publicity and Membership Materials are displayed at raffle quilt sales.

**Prefer the following positions are filled within the next couple of months:**

### **Demonstrations Coordinator**

Active 3-4 Months prior to the Show:

- Vendor Demonstrations are finalized by September 1, 2025
- Acquire commitment from vendors for demonstrations by partnering with the Vendor Coordinator.
- Demonstration schedules prepared for the Show Program.
- Helps vendors understand that Demonstrations are considered tutorial in nature and not a sales presentation.

### **Exhibits Coordinator**

Active 2-3 months prior to the show

- Coordinate with outlying quilt groups which might wish to exhibit at the Show.
- Obtain commitments for special exhibits such as Quilts of Valor, Men Who Quilt, Piece Corps, Artisans for Hope.
- Coordinate with the Show Display Chair to ensure booth requirements for tables, chairs, tablecloths, location is planned for the show.
- Provide sign requirements for printing to the Chair.

## **Volunteer Coordinator**

Active 2 months prior to the show,

- Manages Volunteer signups through Signup Genius.
- In addition, provide a paper signup sheet at the guild meetings for those who are not internet savvy.
- Works with subcommittee coordinators to determine volunteer needs
  - Admissions
  - Door Prizes
  - Quilt Hanging
  - Gift Garden
  - Judging
  - Photography
  - Silent Auction
  - Vendors