

Quilt Wyoming

WSQG Organizational and Operational Guidelines

2009 Southeast Region

2010 Southwest Region

2011 Northwest Region

2012 Northeast Region

2013 Central Region

SUGGESTED TIME LINE:

1. 4 years (and no less than 3 years) before a region's designated Quilt Wyoming Conference, the Regional Director should call a regional meeting to begin a search for a QW chairperson. The conference date should be determined (2nd or 3rd week of July is recommended). A location and facilities should be discussed, and a search begun for a conference site. If location and facilities can be chosen, a firm commitment from the facility should be obtained.

2. 3 years (and no less than 2 years) before the designated conference, the Regional Director and the chairperson should call a regional meeting to find a:

a. Secretary to attend meetings, record minutes of the QW organizational and operational meetings and to distribute information to all committee chairmen and members.

b. Treasurer to receive all monies and pay all bills. (See **Guidelines for QW Financial Record Keeping**)

c. Develop a preliminary budget

d. Select Committees to:

- Determine a theme and design a logo

- Plan and/or design an "Opportunity Quilt" The quilt should be bed size, double or queen.

A "Quilt Mom" should be selected at this time.

-Begin a search for national instructor/instructors

3. 2 years before designated conference:

a. National instructors have been selected and are under contract.

b. Conference location is finalized and under contract.

c. The design for the Opportunity Quilt has been selected and the quilt construction is underway. The quilt will be presented at QW the year prior to the designated conference.

d. A committee is appointed to plan the challenge to reflect the theme of the designated conference. If challenge packets are to be sold, the number of challenge packets can be determined, rules formulated, and fabric purchased so that challenge packets can be assembled. Packets are to be sold at the conference the year before the designated conference.

e. Appoint a registrar.

f. A committee is appointed to begin planning, designing, and collecting information to be included in the brochure. The conference chairperson and the registrar will work closely with this committee.

4. 18 months before designated conference:

a. Chairperson and the treasurer may request the "Startup/Seed" money from the WSQG Board of Directors.

b. A bank account needs to be opened for the deposit of any funds received and the payment of bills.

5. 1 year before designated conference:

a. The "Opportunity Quilt" must be ready for presentation at QW the year preceding the designated conference. Tickets for the "Opportunity Quilt" will be ready to distribute to members at this time. A traveling schedule, administered by the "Quilt Mom", will be available so members can schedule a display of the quilt in their area or at other quilt happenings around the state.

b. Challenge Packets, if being used, will be ready to sell at the preceding QW.

c. An invitation (skit, program, etc. including presentation of the "Opportunity Quilt") will be presented at the proceeding conference.

d. Committees may be appointed to carry out the following duties that are essential to a successful QW conference: (see attached sheets for Committee Overviews and Job Descriptions). Duties may be combined.

1. Local Instructors
2. Door Prizes
3. Publicity
4. Quilt Show (optional)
5. Vendors
6. Kids' Camp
7. Friendship Block and Exchange Details
8. Evaluation Sheets
9. Name Tags
10. Logo Items-Tote Bags, T-Shirts, Pins
11. Location/Facilities
12. Registration
13. Registration (Tote) Bag Gifts
14. Table Favors
15. Extracurricular Activities
16. Shop Hop Liaison (optional)

6. The Year of the Event:

- a. Brochure is printed and sent to members no later than March 15 with return registrations to be mailed beginning April 15 for WSQG members.
- b. Coordinate with Patchwords Editor for mailing.
- c. Class assignments begin May 1 with confirmation letters to registrants to date being mailed not later than May 15 and following as needed for incoming registrations.
- d. Registration for non-members begins May 1st.
- e. Registration information will be on the Website April 15th.
- f. All other committees are organized and working on their respective duties so that all is ready for the conference in July.

QUILT WYOMING COMMITTEE JOB DESCRIPTIONS

Chairperson: sets agendas for and runs general meetings. Is the liaison person for all other committees and must be informed of activities of all other committees. May sit on other committees, but does not need to be chair of any of them. Recommend that they be a part of the brochure committee along with the registrar. Report to the WSQG Board by participating in all phone conferences and face-to-face meetings.

Secretary: attends, documents, and distributes meeting notes to all committee members in a timely manner.

Treasurer: keeps all money accounts. Pays bills during and after event. All bills, refunds, etc. must be done in a timely manner. Reports at each general meeting the status of funds. Must work closely with the WSQG treasurer and file reports with the WSQG Board as needed. See **Guidelines for Quilt Wyoming Financial Record Keeping.**

Registrar: organizes registrations as they are received. A spreadsheet format works well to list names, addresses, classes, logo items purchased, housing and meals. Is responsible for sending out registration confirmations and class supply lists as specified under 6a. Works with the brochure committee. Works closely with the treasurer in getting all registration monies to her for deposit promptly. Requests refund checks for cancellations and overpayments on registrations. Is responsible for collecting shortages on registrations. Registrar is responsible for organizing registration check-in, etc. at the QW Event. May request as much help as needed. Class assignments are determined on a first come first served basis according to the postmark.

Quilt Wyoming Duties

Teachers:

National Instructors: This committee must begin working no less than 3 years before the event to contact possible instructors for biographical information, class information (including supply lists and photos) and fees. Instructor and class selections are determined. Obtain signed contracts and pay deposits if requested. Some national instructors begin booking events 3 years in advance and most book 2 years in advance

Local Instructors: contact instructors for biographical info, class descriptions, complete supply lists, and good quality color photos. All in-state quilt shops and previous conference committee should be contacted for instructor recommendations. Advertise for instructors in Patchworks and WSQG Website. Class descriptions, supply lists, and photos must be submitted for a class to be considered. Contracts signed by the QW chairperson must be sent in a timely fashion and should have a deadline to be returned. Provide a contact person for instructors who might have questions and need information. Once selected teachers must submit a digital photo.

Quilt Shop Liaison: Send copies of supply lists to state quilt shops for the classes selected.

Event Brochure: plans and types the brochure to be printed so that it can be mailed to all WSQG members no later than March 15. Responsible for obtaining printing costs and selecting a printer for the brochure. Brochure information must also be provided to the WSQG webmistress as it is available including digital photos of class projects. It must be clearly stated in the brochure and again on the actual registration form that the **Registration Fee is NOT refundable. Cancellation Policy must also be clearly stated.** The chairperson and registrar may be members of this committee. Use brochures from previous QW Events as examples.

Location/Facilities: is the liaison with the facility contact person. Obtains contracts to be signed by the event chairman. Is involved in meal planning, housing, class room locations and appropriate room assignments for classes. Co-ordinates with facility contact for technology items needed for lectures, etc., and working with instructors for their individual room set-ups. Co-ordinate the on-campus housing. Chairperson may be involved in this process.

Vendors: solicit vendors through letters informing them of cost, space sizes, etc. Obtain contracts from selected vendors and assign space according to each vendor's needs. Maps of space locations will be provided for all vendors and spaces identified at the facility with signs. Provide evaluation forms for vendors to fill out to provide valuable information for future events. Chairperson will be available on day of arrival and set up to aid vendors and answer questions as needed. Check with vendors frequently during the event for problems, needs, etc. Send vendors registration information for room and meals.

Publicity: contact newspapers, visitors' center, Chamber of Commerce, radio and TV stations to publicize the event. Should be done several times and provide updated information as the

event and programs develop. Encourage newspapers and television to cover the actual event-quilt show, etc. Responsible for promoting the event with WSGQ members and non-members and with guilds locally and statewide. Publicize the vendor mall.

Confirmation Packets: work closely with registrar to prepare items to be included in the packet to be mailed to all registrants. Information that should be included in the packet are: confirmation form, supply lists, friendship block pattern, maps of facility and city, emergency numbers at the facility, and other information. Shop Hop info will be included if shop hop is being done.

Promotional/Logo Items: responsible for locating suppliers and obtaining prices at least 6 months in advance of the event. After May 30th, order pins, bags, t-shirts, etc. Amounts of each item, clothing sizes, etc. must be obtained from the registrar and orders placed so that all items are ready several days before the event. It is suggested that 10% more of each item be ordered above those needed to fill registration orders. Tote bags can be used as registration bags and all other items can be placed in the bags for pick-up at the registration table. Work with those involved in preparing the registration bags. If there are extra items sell or use for door prizes.

Registration Bags: responsible for assembling the registration bags in conjunction with the registrar, and people responsible for door prizes, name tags, and Promotional Items. Bags can be assembled as soon as all necessary information, handouts, and other items are available; class information, dorm room assignments, donated items, time schedules, name tags, logo items, all necessary event information, etc. If name tags are attached to outside of bags, the bags should be placed in alphabetical order for ease in distribution at the registration table.

Door Prizes and Registration (Tote) Bag Gifts/Information: responsible for soliciting and collecting convention handouts for attendees and door prizes from vendors and businesses locally, statewide, national manufacturers, designers and publishers that are appropriate for quilters. Work with those assembling registration bags for items to be included in bags. Organize door prize distribution during the event. Prepare thank you postcards to be included with each door prize.

Quilt Mom: responsible for printing tickets for the opportunity quilt and distribution of tickets to WSGQ members. Recommend a color photo accompany the tickets. Administers the traveling schedule for the quilt and notifies the Patchwords editor and Webmistress of the schedule. Makes sure tickets are always available with the quilt when it is on display. Responsible for display of quilt at conference and arranging for the drawing of the winning ticket on the last day of the conference. A minimum printing of 5000 tickets is recommended. Please see financial guidelines for more information.

1,500 Toward Op. Quilt

Tickets must BE sequential # Tickets must BE mail 1 class non profit

Challenge Quilts: The challenge will reflect the theme of the QW event. May opt to make challenge fabric packets available. If so, you are responsible for selecting fabrics, establishing challenge rules, developing challenge registration forms, packaging and distributing

challenge packets. It is recommended to make up 50 packets. Committee is also responsible for selling the packets at the registration table the year before the challenge deadline. This committee will be in charge of displaying the challenge quilts at the current event, obtaining judges if necessary, obtaining ribbons and prizes. Display can be in conjunction with an event Quilt Show. It is the committee's choice to do fabric packets or a to simply provide rules for the challenge.

Quilt Show: Optional, and may be determined by availability of a secure location and volunteers to serve as security during show hours. Responsible for developing registration form to be included in the QW brochure, request all necessary quilt display stands from the WSQG regions, establish hours the show will be open for viewing, organize check-in and hanging of entered quilts. Schedule and provide people to act as security for the show. Have people's choice ballots ready, obtain judges if necessary, have labels prepared for quilts before the show using information from entry forms, obtain gloves for viewers to use, obtain ribbons and prizes. Responsible for show take down and returning quilts to owners. Ensures quilt stands are bagged and returned to WSQG regional directors. Show may include the Challenge Quilts for the current event.

Evaluations: develop an evaluation form/forms for vendors, teachers, and conference attendees to obtain information about the event. Form should be included in the registration bags. Have a location/box available, signed and publicized for return of the forms. Encourage participants to fill out forms and return them during all announcement times during the conference. They are invaluable pieces of information for future conferences. Designate someone to read and compile the information obtained for a review by the current conference leaders and committees. Make sure the information and completed forms are passed on to the next conference chairman for use with her committees and volunteers.

Name Tags: Design and make name tags or purchase them for each participant including volunteers and committee members, instructors and vendors. It is a good idea if name tags can contain meal tickets, lecture and activity tickets. It has been suggested different colors be used for participants, instructors, and vendors.

Table Decorations/Favors: Local and statewide guilds as well as the committee can make favors and decorations. If event budget allows, some items may be purchased. Some items may be available from the Door Prize committee. Must have volunteers to place items on tables for each meal.

Friendship Blocks: responsible for choosing or designing a simple block design to reflect the theme of the event. Clear and precise directions must be written and ready for inclusion in the brochure or confirmation packets that are sent to all registrants and instructors. Provide a place for blocks to be collected at the registration table. Responsible for counting and dividing them for the drawings at end of conference. A block can be drawn from each bag and that person is awarded the bag of blocks.

Shop Hop: Optional, contact Quilt Shops to participate. Develop Shop Hop information and

have printed for inclusion in confirmation packets. Solicit or obtain prizes to be awarded for Shop Hop participants. Provide a place at the Registration Table to collect participation sheets and conduct a drawing at the conference for awards/gifts.

Hospitality: responsible for providing small baskets with welcoming goodies for all instructors: water, Kleenex, crackers, gum, mints, chocolate, fruit, etc. Place them in their sleeping rooms or classrooms. If there is a hospitality room for conference participants and vendors, committee is responsible for obtaining drinks, fruit, snacks, etc. Some facilities may be able to provide goodies for the hospitality room as budget allows.

Registration Table: organize volunteers to distribute registration bags, collect evaluation sheets, friendship blocks, sell promotional items from current and past conferences, challenge packs, and Opportunity Quilt tickets during all hours that the registration table is open. Provide money bags for collection of money from sale of items-remember sales must be recorded for each item for proper financial reports to be provided to the WSQG treasurer. Conference Chairperson, Registrar, Quilt Mom, Challenge Packet Chairman and Promotional Items chairman may be involved at the table during the first day of registration.

Kids' Quilt Camp: help organize camps in towns in the region that are willing to have a Camp. Must make sure Camp Guidelines are available to organizers of each Camp. Regional Directors should all have copies of the Guide Lines. Make sure organizers are familiar with financial help that is available from WSQG and where and how to obtain funding from WSQG. See attached Kid's Camp Guidelines.

Activities Coordinator/Committee: responsible for coordinating "Show and Tell", dorm games and fun (Quilt-O, Fat Quarter Poker, Left-Right-Center, Strip Poker, etc), Brown Bag Exchange (participants bring an old unfinished project in a brown paper bag to trade with other people. Encourage participants to finish the project and bring it back for Show and Tell next year. If someone brings, a brown bag, they MUST take one home). May be asked to help co-ordinate other special activities. Make sure all activities are publicized ahead of time and information is printed and ready to be included in confirmation letters so that conference attendees can come prepared with brown bags, quilt-o prizes, fat quarters, etc.