



# Seven Sisters Quilt Show

*A Multi-Guild Regional Show*

## AQGCC AND SEVEN SISTERS QUILT SHOW COMMITTEE FUNCTIONS

### AQGCC (ASSOCIATED QUILT GUILDS OF THE CENTRAL COAST)

AQGCC is the parent organization of Seven Sisters Quilt Show. To be a participating guild in the quilt show, the guild must be an active member of AQGCC. AQGCC 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 it's attention.

AQGCC.ORG is the official website for the members of participating guilds.

**AQGCC/SHOW GUILD REPS:** Each member Guild appoints a member to represent the Guild at AQGCC 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.

SEVEN SISTERS QUILT SHOW has 23 separate committees and functions.

**SHOW CO-CHAIRS:** These 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, Donna Fegan Memorial Viewers' Choice Award, 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; and using Word's mail merge, 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; gathers and stores the quilts; takes the quilts to the Expo Center; collects the quilts after the Show and returns them to their owners.

**DESIGN/LAYOUT:** This committee receives the quilt applications binders from 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 (SU/TD):** This committee, using the designs of the bays, determines supplies needed to hang the quilts. On Friday morning before the Show, 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 Data Team. They gather and store the garments, take them to the Expo Center and arrange the display. During the Show, with volunteers, they act as Hostess and Security for the garments, and gather and count 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 viewers' 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 ribbons 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 to those interested. Judging results and the Sponsored Award prizes are at the Hostess table in the lobby of Madonna Expo.

**SECURITY:** 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. The Security table in the lobby is where volunteers report for their name tags. This Security table also serves as Lost and Found and First Aid.

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

**ADMISSIONS:** This committee sells wristbands 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 the viewers' choice ballots.

**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 assures there is a contracted vendor to provide lunches to attendees and vendors.

**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:** Marketing committee promotes the Show to two primary groups: 1) quilters throughout the state through guilds and quilt shops, 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 it's own web site: [sevensistersquiltshow.org](http://sevensistersquiltshow.org) which is aimed at the public. 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.