

Utah Quilt Guild Policies and Procedures for Annual Quilt Festival

Policies:

Teachers who are **not** members of the UQG will be paid \$20 less per class, with the exception of the National Teachers who will be paid per their contract.

Annual Quilt Festival Committee Chairs and UQG Board Members will also receive the following stipend: one night at the approved hotel paid by the UQG. Exceptions to this are four nights for the President, President Elect, Past President, Treasurer, and QF Registrar. If the Committee Member chooses not to stay at the approved hotel, the stipend may not be converted to cash, regardless of the responsibility of that Committee Member.

Teacher selection committee will be comprised of the following positions: President, President-Elect, Past President and Teacher Chair. Others may participate at the Past President's discretion.

Meet the Teachers will be held the evening before the first classes begin. Admission is to be determined by the Past President. Teachers are expected to attend, unless otherwise noted in their contract. Teachers will not be charged for admission. Each teacher, including National Teachers, will display the projects to be taught and indicate whether the class still has openings. All teachers will be available to visit with class participants.

All changes in fee structures (dues, class fees, registration, etc.) must receive UQG board approval before implementation.

Procedures for QF Committee Members:

****NOTE:** The Executive Committee Members for the **Utah Quilt Guild** are also the Executive Committee Members for **Quilt Fest**, except for the VP of the UQG. (VP does not currently have a specified function at Quilt Fest.)

President:

1. Attends all meetings of the committee including the teacher selection committee and the wrap-up meeting.
2. Makes a list of UQG board members for room reimbursement for the UQG Annual Quilt Festival.
3. Conducts the business portion of the luncheons.
4. Consults with the Past-President to determine announcements to be made at the luncheon.
5. Prepares pattern / handout for blocks to be made by the membership as a “thank you” gift for the past president. Publish the information in the *Beeline* twice. Collects the blocks and presents them to the past president at a Quilt Fest luncheon.
6. Makes a mini quilt for This Is the Place Utah Quilt Guild display.
7. Follows through on Quilt Fest survey results for the next year’s Quilt Fest, passing on names of people willing to volunteer, suggested changes etc., to appropriate people.

Past President:

1. Must attend UQG Board Meetings.
2. Organizes Utah Quilt Guild’s Annual Quilt Festival to be held at a place of her/his choosing during the month of September, if possible. ***NOTE: We currently have a contract with the Davis Convention Center in Layton, UT until 2020***
3. Chooses national teachers, theme, committee, and luncheon menus.
4. Responsible for regular monthly articles for the *Beeline* to introduce the national teachers.
5. Responsible for determining number of days for the event.
6. Responsible for determining schedule (classes, quilt show, luncheons, vendors’ mall), and presents this to the UQG board at the March meeting.
7. Presents a proposed budget no later than the March UQG board meeting for approval. Adjustments to the budget may be made with board approval.
8. Presents schedule of committee meetings at February meeting of the UQG board.

9. Serves on the teacher selection committee and selects other members as desired.

10. Responsible for teacher and venue contracts.

11. With the teacher chair, submits a list of teachers and committee members to the hotel with the number of nights to be billed to UQG.

12. With the Treasurer, presents an accounting of expenditures after all financial commitments have been disbursed to the board no later than the February Board meeting of the following year.

13. Will be available during the UQG Festival for problems that may arise.

14. Informs a volunteer at the registration desk of her/his whereabouts, so that she/he can be contacted to handle any problems which arise.

15. Responsible for conducting "Meet the Teachers."

16. Introduces national luncheon speakers.

17. Introduces the Annual Quilt Festival committee, and current UQG board members at one of the luncheons.

18. Presides over mandatory wrap-up meeting with the Quilt Festival committee.

19. Works with the President-elect (who is the co-chairman of the Festival committee) in connection with the Quilt Festival.

President Elect:

1. Serves as co-chair of the Annual Quilt Festival.

2. Attends all meetings of the committee including the teacher selection committee and the wrap-up meeting.

3. Be prepared to be available at the registration desk during the Quilt Festival.

4. Solicits candidates for the Silver Thimble Award.

5. Presents the Silver Thimble Award.

6. Selects venue, unless we already have an extended contract, and national teachers for his/her Annual Quilt Festival.

7. If needed, assists treasurer with collecting and counting of monies during Quilt Festival.

8. Oversees the Quilt Fest Scholarship Program.

9. Prepares a survey with questions to solicit volunteers, gather information for specific purposes *i.e.*

Beeline, and determine member preferences that will be considered for subsequent Quilt Festivals.

10. Compiles the surveys and prepare a summary for the UQG board.

In addition to the President-elect, President and Past-president, the following UQG board members serve on the Quilt Festival committee:

Treasurer:

1. Attends all days of the annual quilt festival.
2. Responsible for collecting monies from Quilt Festival booths and registration.
3. Deposits monies to bank during Quilt Fest.
4. Fills in if needed at registration desk, collects monies for classes, luncheons, etc.
5. Writes and distributes checks to teachers according to contracts.
6. Writes checks for quilt show winners.
7. With the Past President, makes financial settlement with the hotel and convention center according to contracts.
8. Provides the UQG board with a final statement of income and expenses for the Annual Quilt Festival by the November Board meeting and final report by the February Board meeting of the following year.

Secretary:

1. Keeps the minutes of the Quilt Fest Committee meetings and the minutes of the business portion of the UQG Quilt Festival.
2. Keeps a roster of QF Committee members and a record of their attendance at QF meetings.
3. Provides minutes of a previous meeting to Quilt Fest members, or can read minutes at the next meeting for approval.
4. Notifies members of QF Committee meetings.
5. Keeps a file of minutes from all QF meetings, official correspondence, and committee reports.
6. Responsible to make class signs or work with the Convention Center to make signs for all classes at QF.
7. Responsible for getting signs in place 30 minutes before each class begins.

8. Responsible for providing a large diagram of the facility that will be posted during the festival.

Additional Annual Quilt Festival Committee Members:

*****Note***** Minimum age requirements for Board Members and Committee Members is 21. Appropriate dress standard is also required when representing the UQG.

Chairs in the following areas: teachers, national teachers, volunteers, registration, brochures, vendors, table favors, door prizes, teachers' pets, classroom set-up/ take-down, mini-quilts, auction art, make-it/ take-it, orphan blocks, name tags, history, media, charity quilts, publicity.

These positions may be grouped, combined or eliminated as needs/ preferences dictate. One person may also fill up to two positions. Other positions may be added as needed by the Past President.

Publicity Chair:

1. Writes articles for local and statewide newspapers.
2. Invites media to cover Annual Quilt Festival.
3. Works with media, (i.e., KUED and KUER) to secure public service announcements on both.
4. Have tri-fold membership brochures available at Quilt Festival.

Media Chair:

1. Responsible for arranging AV and media equipment as needed.

Quilt Show Chair:

1. Visits the site and determines when show can be hung.
2. Draws up plan for placement of the quilts.

3. Establishes rules for the show. Determine categories and prizes to be awarded. Present this information to the Quilt Fest committee at the February meeting. Publishes these rules in the *Beeline*.
4. In the *Beeline*, advertises drop off date and drop locations.
5. Prepares the quilt show entry form for inclusion in the brochure.
6. Orders the ribbons.
7. Prepares registry form for use at drop-off locations to use as a check for pick-up.
8. Appoints a hanging and dropping committee.
9. Selects the judges for the show.
10. Prepares judging form.
11. Works with judges to determine quilt's compliance with the rules for awards. If necessary, confer with the quiltmaker to make the determination.
12. Prepares description card for each quilt with quiltmaker's name, title of quilt, "story," etc. to be secured to quilt after judging. Assists in placing these on the quilts.
13. Submits a list of winners to the treasurer no later than first day of Quilt Festival at 5:00 P.M.
14. Awards prize money at Quilt Festival

Property Chair:

1. Assists the UQG Property Chair with the purchasing of new property that may be needed during Quilt Festival.
2. Keeps an inventory of Quilt Festival property.
3. Is responsible for the transportation of Quilt Festival property from the storage unit to the venue and back to the storage unit when Quilt Fest is over.
4. Notifies the President of any damage or upkeep needed on Quilt Festival property.
5. Responsible for lost and found
6. Responsible for any property borrowed from another organization (i.e., quilt stands) during Quilt Festival and is responsible for making sure all of the parts are returned to the lending organization

Charity Quilt Chair:

1. Maintains relationship with charitable organization(s).
2. Determines charitable project(s) to be undertaken.
3. Makes arrangements for the transfer of funds to the charitable organization.

Teacher Chair:

Under the direction of the past-president, the teacher chair:

1. Sends requests for proposal to prospective teachers.
2. Publishes a request for proposal in the February *Beeline*.
3. Submits list of those prospective teachers to membership chair before teacher selection meeting. Teachers who are not members of UQG will be paid \$20 less per class.
4. Attends all committee meetings. Serves on the teacher selection committee.
5. Sorts class submissions by category for the class selection meeting.
6. Prepares and sends contracts to teachers whose classes were selected.
7. Sends letters to those whose classes were not selected.

Brochure chair:

1. Prepares brochure suitable for mailing, and mails it.
2. Forwards brochure with color photographs to the website monitor for inclusion on the UQG website.

Registrar:

1. Receives registration materials.
2. Checks membership status.
3. Chairs committee emailing or mailing out confirmations.
4. Works with volunteers at registration desk to solve registration problems.
5. Assists brochure chairman.
6. Works with treasurer to coordinate transfer of incoming funds.
7. Give lunch ticket list to lunch reservation chair
8. Prepare Website for online registration.
9. Keeps track of online registration waiting list and credit card payments.
10. Prepares name tags before QF.
11. Places name tags in alphabetical order.

12. Hands out name tags at the registration desk.
13. Prepares a name tag for the teachers that coordinate with the theme which is different from the general membership.
14. Orders lanyards as needed and stores them.

Merchants' mall (Vendor) chair:

1. Visits site to determine number of vendors which can be accommodated and size of the booths.
2. Solicits local quilt shops as well as national/ regional vendors to participate.
3. Assists vendors with set-up.
4. Arranges layout of merchants' mall.
5. Takes care of any and all tax and business licenses that may be needed for the merchants' mall.
6. Note: When sending out letters inviting merchants, first consideration should be given to those who advertise in the Beeline.

Teachers' Pets Chair:

1. Match teacher's pet requests with those volunteering to become teacher's pets. Volunteer must be registered for the class in which they are assisting.
2. Prepare a list of responsibilities for the teacher's pet.
3. Be available at registration desk to hand out teacher's information packet before classes.
4. Take teacher's information packet to class in the event that the teacher's pet does not pick up materials before class.
5. Sends out letters to teachers pet notifying them of their responsibilities.
6. A small token of appreciation may be given to each teacher's pet.

Table Favors Chair:

1. Acquires table favors for each of the luncheons within the budget provided.
2. Appoints a committee to assist with placing table favors on tables before each luncheon.

Door Prizes Chair:

1. Prepares/updates vendor mailing list.

2. Prepares and mails letters to vendors requesting door prize donations. Letters should mention that we will advertise their name for donation. Letters should be mailed out six (6) months prior to Quilt Festival.

3. As prizes are received: labels each prize and sends a thank-you letter to each vendor who donates.

4. Creates master list of prizes donated and those who donated the prize.

5. Together with Vendor Coordinator determines number of times that prizes needed to be given away.

6. Gives away prizes at Quilt Festival.

Art Auction Chair:

1. Requests area representatives to solicit one auction donation from each chapter for Annual Quilt Festival.

2. Prepares guidelines for donations to be distributed to contributing groups and published in the Beeline.

3. Collects donations as they are brought to the convention center.

4. Responsible for security of donations overnight.

5. Works with the Past President to select auctioneer if needed.

6. Responsible for announcing the winners at a time chosen by chair and past president.

Make-it/ Take-it:

1. Within the budget allotted, purchases materials for a small make-it/ take-it item.

2. Prints directions for the item, if necessary.

3. Assists members with completion of the item.

Orphan Blocks Chair: (Optional)

1. Plans, with the assistance of the past president, how orphan blocks will be utilized. This would include both the act at Festival and distribution of finished orphan block projects.

2. Works with the past president to purchase quilting items- i.e., batting, yarn, fabric, and thread as needed.

3. Is responsible for sorting of materials.

4. Will write articles for Beeline concerning orphan blocks.

Volunteer Chair:

1. Arranges for hostesses to serve two-hour shifts as needed during the Annual Quilt Festival.
2. Arranges for job description, duties, and cell phone numbers of volunteers to be posted at each volunteer site.
3. Makes a large poster for Registration area listing volunteers and any open spots.
4. Arranges for a thank you to be given to each volunteer or a drawing for a prize. (Optional)

Mini-Quilt Chair:

1. Requests area representatives to solicit mini-quilts for Annual Quilt Festival, giving each rep. sizes and specifications.
2. Writes articles for the Beeline with mini quilt sizes and specifications as requested by Quilt Fest Chairman.
3. Gives a small gift to each person who donates a mini quilt as a thank you.
4. Labels each mini-quilt with a number that corresponds with an envelope.
5. Hangs mini-quilts and supervises the mini-quilt table during Quilt Festival.
6. Responsible for purchasing tickets for the mini-quilt table.
7. Responsible for security of mini-quilts overnight.
8. Responsible for announcing winners of the mini-quilts.

Classroom set-up and take-down:

1. Distributes UQG property to classrooms as needed. It is suggested that:
 - a. Two ironing boards/ ironing surfaces, two irons and one cutting matt are placed in each classroom. The boards usually go in the national teachers' classrooms; ironing surfaces are placed in local teachers' classrooms.
 - b. Tape paper sacks or other garbage receptacle to each work area, generally two per table.
 - c. Work with the custodial staff to determine number of extension cords needed in each room and place them as appropriate.
 - d. Place a white board, markers and eraser in each classroom.

- e. Place additional property as needed in registration and/or vendor area
2. Checks room each evening and empty/replace bags as needed.
3. Collects all UQG classroom property at the end of the Annual Quilt Festival.

Lunch Reservations:

1. Get lunch purchase list from Registrar.
2. Make and print Lunch tickets.
3. Make table assignments.
4. Notify participants.
5. Make a large poster-master copy of lunch room assignments. List alphabetically by last name and by day. Place at the door to the Banquet Hall

Open Sew: (Optional)

1. Make signs for the open sew area.
2. Monitor the open sew area when needed to ensure everyone has a place to sew and that machines are not left out unattended.

Machine Check- in Room: (Optional)

1. Set up a system to keep track of machines left in the machine check-in room
2. Have labels and "Check-in stubs" ready for the machines.
3. Let Volunteer Coordinator know the hours of operation so she can supply volunteers.

Hand Quilting Donation Quilt: (Optional)

1. Arrange for a hand quilting project to be set up and available for festival participants to work on..
2. Arrange to donate the completed quilt to a charity.
3. Have all supplies for working on the quilt available, ie needles, thimbles, thread etc.
4. Responsible for obtaining, setting up, and taking down the quilt frame.
5. Advises volunteer coordinator of need for volunteers.

Book and Pattern Exchange: (Optional)

1. Advertise in the Beeline and the Brochure that the pattern exchange will be available.
2. Set up a system to display and exchange the books and patterns.
3. Advise the volunteer coordinator how many volunteers are needed in this area.

Lunchroom Quilt Display: (Optional)

1. Arrange for quilts to be displayed in the lunchroom each day.
2. Supervises hanging the quilts before lunch.
3. Supervises taking down quilts each day after lunch.

Contracts

The original copy of all signed contracts on behalf of the Utah Quilt Guild are to be held by the secretary.