

# **Quilt Show Catering – Preview Party Job Description**

This job entails organizing the Friday Preview Party for PVQA members, their guests and vendors. Attendance at this event is about 150-200 people.

Light appetizers, cakes and sweets, plus beverages (water, wine, coffee and punch) are usually served.

Table decorations for 12-13 round 60” tables, and 2-3 rectangular 8’ tables must also be made, assembled and set-up. These decorations should tie in with the quilt show theme, and will remain on the round tables during the entire quilt show.

Table linens are also on the tables—we usually borrow them from Peggy Williams.

Preparing foods, arranging trays, serving trays, replenishing trays, serving drinks, and cleaning up all foods and trays must also be done. After the quilt show (Sunday afternoon), table linens must be collected and laundered and returned to the owner.

In the past, a small quilt group has volunteered to do this job, with one member in charge and attending quilt show meetings. It can also be done by one member and a small committee of helpers (4-6).

Also in the past, food has been made by the Preview Party committee members, and or partially catered. Since the catering foods were easily prepared foods, it would be more economical and tastier to have the committee members prepare most of the food.

Take a photo of your layout and insert in red binder for future reference!