

Equipment Coordinator

General: Each year we must designate what fairgrounds equipment we need and where it should be placed. In addition, approximately 1/3 of the storage locker contains supplies that are needed for the show.

Duties:

1. Maintain and organize the locker supplies and inventory (excluding the quilt racks and signs) and make the inventory available to coordinators. Additional racks are in guild locker at Temple Bethel.
2. Develop/edit Equipment List for ordering tables, chairs, etc. from the fairgrounds and supplies from the locker.
3. Work with the chairpersons on equipment needs and supplies.
4. September/January-Work with Quilt Show Chair and fairgrounds on equipment needs.
5. Purchase/rent supplies as needed.

Set-Up Day

1. Work with the set-up coordinator to load the truck.
2. Ensure that each department has the equipment it ordered.

Take-Down Day

1. Collect and inventory supplies.
2. Work with the take-down coordinator to load and re-store supplies.