

Layout

The Layout Chair is ultimately responsible for the arrangement of all the quilts entered in the Quilt Show that are displayed in the Crosetti and Arts Buildings including all the Challenge quilts and blocks but not including the garments and items displayed in the case in the Arts building. The Chair is responsible for the floor layout of both buildings which includes providing space for Community quilts and the Children's 4-H quilts as well as the Bargain Garden. The actual arranging and hanging of these quilts is done by the responsible parties (Rosa Kitchen for the children's quilts).

The organization of the quilts is done in stages and it is a good idea to have one or two people to help with this. Working with the Graphics Coordinator and Webmaster on the entry form is an important first step. We have tweaked the online form a bit every year to make it clearer for the entrants to use and easier for the Layout and Data Entry Chairmen. More and more people are entering online which makes everything run smoother. Online entries go directly to the data entry. Hard copies should probably go directly to data entry as well. Starting in December, as they come in, data entry will print the entry forms and a color photo of each quilt for you. All entries must be in by the January guild meeting. It will take a week or so for all entries to be entered into the database and then they are yours.

Once you have all the forms and photos you can begin arranging and numbering the quilts. Things to consider are category, size, color, etc. Each quilt is given a number which will be on the quilt information card and in the program. This needs to be completed approximately two weeks before the show so the program chairman can get all the quilt information and floor layout maps ready for the printer. A map of each row and an overall map of each building is invaluable when setting up and hanging the quilts.

Information for the signs for the various Challenges, groups, and row numbers needs to be given to the Signage Coordinator. Laminated signs with holes for attaching to the poles work well.

A week before the show you should call all your volunteers to confirm they are coming. With our new system, the actual laying out of the poles is much easier and faster than the old wooden system. Two shifts of 4-5 people of 3 hours each on

Thursday should be enough to get all the poles and drapes in both buildings up and ready for quilt hanging on Friday. Your job on Thursday is to orient any new volunteers to the system and to supervise the layout. It is also good to be there on Friday to help with any of the problems that always arise (quilts that don't show up, quilts that you don't know anything about, quilts without sleeves or quilts that look very different from their photo). You will be working with the Set-Up Coordinator so try to be flexible and have fun!

Sunday: you can help with take down to make sure all the materials are properly stored.