

# Membership/Information Table Coordinator

## **Job Description:**

Set up and run the table during the show. The Membership table becomes “home base” for much of the show. Extra programs are kept behind the table. White glove volunteers start at the table etc. Make sure to get a copy of all quilts that are to be sold.

## **Information that is kept and handled at the table:**

Member information.

Consignment sales, receipt book and listing of quilts for sale.

Viewer’s choice ballot collection.

Sales of any DVDs if applicable.

A copy of the volunteer list.

## **Timeline:**

This is one of the last things to be set up on Friday afternoon and needs to be ready for the preview party on Friday night.

Updated 9-2014