

# Name Tag Coordinator

**General:** Individual name tags used to be made for merchants, PVQA volunteers, musicians, etc., however, only merchants have been provided with individual name tags since approximately 2010. Good word processing skills and access to a printer that can print card stock weight paper is essential.

## **Job Description:**

### Duties:

1. Work with the Graphics Coordinator and the Merchants Coordinator to develop a name tag “style” that is compatible with the theme.
2. Develop/edit a request form that goes to the Merchants Coordinator.
3. Input data and proof read.
4. Print on card stock. Have cut at Staples or similar.
5. Distribute to Vendor Coordinator prior to Quilt Show.

### Set Up Day:

6. Be “on call” to prepare additional name tags if needed.

### Note:

7. If unable to complete any of the above, please contact the Quilt Show Chair in a timely manner.