

# Program Coordinator

## Job Description

**Special Skills:** Ability to perform page layout (combine text and graphics) using computer desktop publishing applications such as Adobe InDesign or Microsoft Publisher, and ability to export files to PDF for print vendors. Email account and excellent email organization skills.

### Main Program

Get ad info from Merchant Mall Coordinator (size, special placement, list of vendors who will advertise). Monitor emails for ad artwork.

Get booth layout from Merchant Mall Coordinator (Vendors) for inside spread of building maps.

Get quilt display layout from Layout Coordinator.

Get list of entries from Data Entry Coordinator.

At February Quilt Show Meeting, route proof copy and red pen. Ask chairpersons to proof their own area and mark changes in red pen. 2 weeks before Quilt Show, submit PDF to print vendor. Verify quantity needed (generally 1,500) and order 11”X17” copies from Business With Pleasure, black ink only, (color of paper?) paper, **single fold**, no bleed. **(Have Business With Pleasure bill PVQA Quilt Show account.)** Arrange for delivery to fairgrounds on “Show” Friday, or arrange for pickup from vendor\*.

### Auction Program

Get input from Auction Coordinator.

Layout for 4.25”X11” booklet. Back cover reserved for Auction Paddle.

Cover always prints on Solar Yellow cover stock for visibility by auction spotters.

Get quote and 2 weeks before quilt show, submit **PDF** to print vendor\*. Typically 150 ordered. Arrange for delivery to fairgrounds on “Show” Friday, or arrange for pickup from vendor.

\*Work out payment to print vendor(s) with Show Treasurer and Chairperson. **(Have Business With Pleasure bill PVQA Quilt Show account.)** Make sure vendor does not confuse PVQA with Quilt Show. If inadvertently billed to PVQA, it’s a hassle to adjust.