

# Quilt Show Labels

## Job Description

### General:

Individual descriptive labels are displayed beside each item in the general exhibits. The information comes from on-line data and some manual quilt entry forms. Ability to set up a mail merge document and access to a printer that can print card stock weight paper is essential.

### Job Description:

#### Duties

1. Get new quilt show graphic from Graphics Coordinator.
2. Work with web designer to ensure test information from on-line entries goes into an excel spreadsheet properly.
3. Set up master mail merge form in MS word. Previous years form can be edited with new Quilt Show graphic. It may be necessary to update links if the field name has changed. Document is set up to print two labels per sheet.
4. Not all entries will be entered via the web form, enter those manually using the web form so all the information is in one location.
5. Once all the data is in the database, use the mail merge form to create the print document.
6. Proofread labels.
7. Print labels onto cardstock sheet.
8. Cut sheet in half.
9. Punch hole into top center of label to be used to hang label.
10. Acquire and prepare paperclips for hanging quilt labels by unbending them in the middle.
11. Acquire pins for attaching labels to items not hung on chains.

#### Set-Up Day

12. After quilts are hung, attach quilt labels to the hanging chain for quilts (when possible, attach them at eye level).
13. Attach labels to other items using pins.

Note: if unable to complete any of the above, please contact the quilt show chair in a timely fashion.