

# Take-Down Coordinator

**General:** Responsible for the take-down of quilt stands and all quilts displayed in the three buildings. Works with other **Coordinators** for the orderly take-down of all displays.

## **Duties**

- Receive floor plan and building layout from Layout Coordinator.
- Receive supplies/equipment list from Equipment Coordinator to be returned to locker.
- Work with Volunteer Coordinator for: 1 truck driver, 6 loaders/unloaders, 24 takedown, 4 clean-up.

## **Take-Down Day**

- 4:30 P.M. Take down quilts/needle arts and return to Quilts In/Out Coordinator.
- Oversee take-down of all racks and displays. Oversee loading of truck.
- Oversee clean-up crews in all buildings (remove floor tape, etc.)
- Return quilt racks and supplies to locker. Load locker for maximum efficiency.
- Gas up and return rental truck.

## **Follow-Up**

- Turn lost and found items over to Membership/Information Coordinator.

Note: If unable to complete any of the above, please contact the Quilt Show Chair in a timely fashion.