

# Quilt Show Receive Job Description

## Advance Preparations:

1. Once you get the alpha/numeric lists of the entrants/quilts, prepare or make labels of the names of the people who entered quilts. On the label, put down their last name then first.
2. Put the name labels in binders marked A-E, D-M, N-R, S-Z.
3. Go back to the alpha list and look for the numeric numbers by each name. On the color dots, write down on two dots the number down for each quilt that person has entered. Different color means a different category.
4. Put both dots under the names in the binders.

## Day Before Intake of Quilts:

5. Lay out tarps to put the quilts on. Make sure they are clean and have walking distance around them.
6. Put the sign's with the numbers on the tarps. (The number signs coincide with the numbers for the quilts)
7. Have two tables in front of the tarps with the signs A-E, D-M, N-R, S-Z. This is for when people drop off their quilts.

## Day of Intake

8. It is best to have three people per "team" for intake of quilts. One checks the quilts against the alpha list. When checking in a quilt, do the following:
  - a. Make sure there is a 4-inch sleeve on the quilt.
  - b. Make sure each quilt is folded so the label is showing.
  - c. Claim checks should be attached. Make sure the quilter has some legitimate reason for a detached claim AND they have the claim check.
  - d. Cross off the name and number of the quilter when taking the quilt.
9. One finds the appropriate stickers and applies them to the claim check and label.
10. One takes the quilts to the appropriate place on the tarps.