

Quilt Hanging Job Description

Prior to show

Make contact with various committees who you will be working with, i.e. Layout, Challenges, Auction, Guest Artists, Community Quilts, Volunteer Coordinator, etc. This list may vary from year to year depending on the displays.

Monday before the show

Call all the volunteers on your list and confirm they are coming and they know their arrival times and tasks, etc. Talk to head volunteers for Harvest and Art's Building to make sure they know the layout and what they need to coordinate.

Thursday

Be at the Fairgrounds (late morning) to make sure all the stands and layouts have been set up and labeled and you are familiar with the overall plan for Friday.

Friday

1. Be at the Fairgrounds by 8:00AM to check with Quilts-In and direct the first round of volunteers.
2. Have volunteers start spreading the sheets and stacking quilts near where they will be displayed.
3. Explain to the teams of quilt hangers how teams will work together to hang the quilts.
4. As the quilts arrive, direct quilt hanger teams to different areas to work.
5. As quilt rows are filling up, check quilts to make sure they are hanging straight, are free of loose threads, etc.
6. When the majority of quilts are hung, notify the Labels Chairman that the quilts are ready to be labeled and see that all Layout labels and maps are removed.
7. Sweep floors, check around to make sure quilts are all straight, everything looks tidy and looking it's best.
8. Check in with Harvest and Art building Set Up volunteers and make sure all is well there.

After Show:

Call, email, etc. and thank all volunteers on your team!