

# Quilt Show Labels Job Description

## General

Individual descriptive labels are displayed beside each item in the general exhibits and the Live Auction. In addition, the Live Auction paddles contain a list of the items that are being auctioned. The information comes from on-line data that is exported to an Excel spreadsheet by the Entry Forms chairperson.

Ability to set up a mail merge document, sort an Excel spreadsheet, and have access to a printer that can print card stock weight paper is essential.

## Label preparation:

1. Get new quilt show graphic from Graphics Coordinator.
2. Get a copy of the Layout from the Layout chair
3. Set up master mail merge form in MS word. Previous years label templates can be edited with new Quilt Show graphic and year. It may be necessary to update mail merge links if the spreadsheet field name has changed. Label template documents are set up to print two labels per sheet for the hanging quilts and four labels per sheet for display case items and wearables.
4. Run Mail Merge to generate labels documents – large labels for hanging quilts, different color labels for items that are for sale, small labels for display case items and wearables, labels for Live Auction Quilts.
5. Proofread labels and print them onto cardstock sheets. Quilts that are for sale should be printed on a different color card stock.
6. Cut sheets in half or into quarters as appropriate and punch a hole into top center of label to be used to hang label.
7. Organize labels in groups by rows (using the layout map), display case, wearables, Live Auction
8. Acquire and prepare paperclips for hanging quilt labels by unbending them in the middle. (Paperclips used in previous years are available in the locker with the other setup supplies.)
9. Work with Display Case chair and Wearables chair to ensure there is way to attach labels to those items.

## Auction Paddle Preparation:

1. Edit Paddle merge document cover with correct date.
2. Create paddle pages using the Left Paddle template merge document. Paddle pages are created one page at a time, with the merged data populating the left

column of the page. Once all pages have been created, use cut and paste to copy the correct page data into the right column of each page. Make sure the entries end up in the correct order (see example paddle master in year 2019 of the binder).

3. Arrange the paddle pages in the correct order for two-sided printing and take to a printer for printing. The cover is done on cardstock (color is chosen by the Live Auction chair).
4. If printer is unable to fold and staple the paddles (doing a vertical fold is not normal for them), then it is the responsibility of the Label chair to do that.

### **Set-Up Day:**

1. Provide Wearable chair and display case chair their labels.
2. After quilts are hung, work with set-up volunteers to attach quilt labels to the hanging chain for quilts (when possible, attach them at eye level).

### **Take-Down Day:**

Some members like to have their labels as a record of the show entry.

1. Work with take-down volunteers to remove labels and paperclips from chains.
2. Return the paperclips to the set-up equipment table for use next year.
3. Gather the labels from the display case and wearables chair
4. Put the labels in alphabetical order by quilter's last name
5. Take the labels to the next General Meeting.
6. Recycle unwanted labels after the meeting.

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

Note #2: Merge document templates are available for all label formats and the Live Auction Paddle.

Note #3: Label samples for most label formats are in the binder under year 2019.