

**The position of Opportunity Quilt Marketing and Scheduling Chair will be manageable if shared by two Co-Chairs or a team of five...two for the Marketing/Scheduling and three for the public events.**

**The position should NOT require the Co-Chairs to take the OQ to other Guilds**

### **OQ Co-Chair Marketing & Scheduling is responsible for:**

- assuring the OQ rack card is printed in time for the first showing of the quilt
- assuring tickets are purchased and on hand
- soliciting dates from Guilds
- keep documentation of dates and share with OQ Co-Chair via Google Docs or whatever is preferred by both Chairs.
- schedule visiting Guilds to show their OQ at PTQG General Meetings & provide info to Webmaster for posting to PTQG website Visiting Guilds Calendar and keep PTQG President informed of which Guild will be at a meeting
- creating yearly Member Tickets spreadsheet and recording PTQG member ticket sales from Membership and at General Meetings. Provide ticket stubs for PTQG members
- entering the OQ in the Fair
- delivering OQ for judging

### **OQ Co-Chair Volunteers is responsible for:**

- collaborate with OQ Co-Chair via Google Docs or whatever is preferred by both Chairs
- solicit volunteers to assure the OQ is taken to the scheduled showings at other Guilds
- responsible for all aspects of money including filling form, getting to Treasurer and entering into the yearly tracking spreadsheet

May	Need Rack Cards printed for the new OQ. Holly will create for you if you want. Submit an article for the Newsletter with info & photo of winner of previous OQ and the final tally of income for the year for all three quilts. Good time to create a new Member Tickets folder (yellow tickets). Make sure you have enough yellow tickets. Decide on a ticket color for the new OQ and order if necessary. Make new spreadsheet for recording income and mileage for OQ showings at other Guilds.
June 1	Keep checking NC Fair website for the Fair Guide so you know the category etc to enter quilts & when drop-off/judging is.
June General Meeting	Show the new Opportunity Quilt. Bring Member Ticket folder and change. Create SignUpGenius NC Fair for White Glove (WG) volunteers (& maybe for judging). <u>See notes regarding NC Fair.</u> Submit article for Newsletter, e-blast & website to give advance notice requesting WG volunteers. Include link to the SignUpGenius.
July Picnic	Add to Bulletin about WG Volunteers AND for judging Scribes/holders. Request info go in e-blasts & website. Keep checking NC Fair website for the Fair Guide so you know the category etc to enter quilts & when drop-off/judging is. Enter the OQ AND the DHC quilt in the Fair and deliver both quilts on required drop-off date. Attend Judging.
August NC Fair	EARLY in month..Request Entry/Parking passes for volunteers from Fair Office in enough time to mail to all WG Volunteers. Annual NC Fair: bring spinner, rack cards and PTQG Info sheets to be near the quilt. Make sure there are raffle tickets. Each day of Fair deliver and pickup money. Pickup OQ from Fair.
August post fair	Immediately following close of Fair, Check with NC Fair office for hours the Main Street Building for DHC (it changes every year) When you have the times, create a SignUpGenius for DHC volunteers and request for display quilts. Get info into e-blast.
September	Add DHC info to Bulletin & request info go in e-blasts. If the special DHC quilt is not in your possession, make sure maker knows to bring on setup day. You will need both spinners, both change pouches and a color of tickets different from the OQ and Member tickets. Bring two Guild quilt stands. The other stands come from the Fairgrounds.
September= Draft Horse Classic	Start collecting quilts or make arrangements to have people deliver to the Fairgrounds for setup of DHC display. Set up DHC display.
October	If the next year DHC and CC quilts are not already being made, call for volunteers in Bulletin, e-blast & Newsletter to create. Hopefully you won't have to but keep the reminders going out. Create SignUpGenius for Country Christmas so it is ready for November.

November General Meeting	Add CC info to Bulletin & request info go in e-blasts. Write article for Newsletter Bring the Opportunity Quilt along with Member Ticket folder and change.
November= Country Christmas	CC is always Fri, Sat & Sun of Thanksgiving Weekend. Set up is the Wed before Thanksgiving. If the special CC quilt is not in your possession, make sure maker knows to bring on setup day. You will need both spinners, both change pouches and a color of tickets different from the OQ and Member tickets. Bring two Guild quilt stands. Either update the sign or make a new one. The ticket price is up to the makers.
December	Make sure to transfer dates from Schedule Binder to your personal calendar for next year.
January	Check Fairgrounds website for dates: County Fair and DHC and add to Schedule Binder and your personal calendar. Look for contract for Country Christmas
February: Guild President	Assure the Event Coordinators are in place for the coming year
March	Communicate with makers of the new OQ. Make sure the new OQ is entered into our QS.
April	Make sure the new OQ, (DHC and CC if ready) quilts get delivered for judging. On set up day for show: bring necessary equipment (large spinner etc) and set up the current OQ. Provide the change and pick up each day of show from the Info Table. Make sure you have the Members Tickets folder at the Info Booth for sales and for the drawing. Be present at the arranged time for drawing the winner. Have the Featured Quilter draw the winning ticket. Make all arrangements for calling the winner and transferring the quilt to the winner. Take a photo of the winner with the quilt for your your Newsletter article.

## Chair for Nevada County Fair

- soliciting for White Glove (WG) Volunteers with SignUpGenius
- soliciting for judging scribes and holders with SignUpGenius (combine with WG Volunteers)
- interacting with Fair management to get parking/gate passes for WG volunteers and getting to volunteers
- assure all items for selling tickets for OQ are on hand (check with OQ Co-Chairs)
- daily management of money needed for ticket sales (each morning and night)

FYI: Co-Chairs will enter the OQ for judging, deliver in time for judging and pick up after the Fair per the fair schedule

Nevada County Fair Notes *This event requires early advance planning!*

PTQG provides White Glove Volunteers in Ponderosa Hall during the fair in exchange for a discount on our Quilt Show fees. PTQG also provides Scribes (4) and Holders (4) for the quilt judging for the fair. The judging is easy to fill the volunteer slots. The WG slots are more of a challenge. The Fair management keep changing what we get. In the past, They gave each volunteer a parking pass and a gate pass per shift per day. These need to be requested and need to be distributed in time for the Fair. Since it is very time consuming to try to track down everyone, I started mailing them. FYI. Judging is earlier than in the past.

The NC Fair is takes place Wednesday through Sunday

Equipment: small spinner, rack cards and PTQG Info sheets to be near the quilt. Make sure there are raffle tickets.

You will need a change pouch (with \$50) and a daily tally sheet for each day which **MUST BE PICKED UP** at night and \$50 in change brought for the next day.

The fair staff are not allowed to sell tickets. Only WG volunteers can sell tickets.

## Chair for Draft Horse Classic (DHC)

- assure there will be a special DHC quilt for the next year by requesting membership to create quilt and assure it is ready for the event. If possible, entered in both PTQG Quilt Show and NC Fair. Maker(s)
- determine price of tickets from maker(s) of the quilt
- solicit for quilts for “quilt show” display
- create SignUpGenius for the shifts required including setup and take down
- soliciting for volunteers to sell tickets with SignUpGenius
- interacting with Fair management to get passes for volunteers and getting them to volunteers
- setup of “quilt show” with the Fair provided stands and OQ+DHC quilts on two PTQG stands
- get Guild tablecloths from storage
- get candy for table
- make sign for DHC quilt with price of tickets
- assure all items for selling tickets for OQ are on hand (check with OQ Co-Chairs)
- daily management of money needed for ticket sales (each morning and night)
- oversee drawing of winning ticket and take photo of winner
- take down of everything and get display quilts back to those who loaned them

FYI: Work with Co-Chairs to get the OQ and PTQG racks and deliver back after event

### Draft Horse Classic Notes

The Fairgrounds staff may not be ready to discuss anything about DHC until after the county fair, so plan accordingly.

The DHC is usually Thursday through Sunday but the days are definitely subject to change.

Setup is usually Wednesday

The fairgrounds provides a 8-foot table and two chairs

The Fairgrounds provides their PVC racks. They put a great big box right where you want to put the display and so you need to work with their maintenance staff.

Other equipment: BOTH the large spinner (for OQ tickets) and small spinner (for DHC special quilt tickets), rack cards and PTQG Info sheets to be on table near the quilts. Make sure there are raffle tickets. One color for the OQ and one color for the DHC quilt. You will need the two change pouches (each come with \$50) and the daily tally sheets

## Chair for Country Christmas (CC)

- assure there will be a special Country Christmas quilt for the next year
- create SignUpGenius for the shifts required including setup and take down
- solicit for ticket seller volunteers with SignUpGenius
- interacting with Fair management to get passes for volunteers and getting them to volunteers
- setup of OQ & CC quilts on our stands
- providing all items for selling tickets for OQ including a different color ticket for the CC quilt
- get Guild tablecloths from storage
- get candy for table and use a festive table over the plain Guild tablecloth
- make sign for CC quilt with price of tickets (price is determined by the maker(s))
- daily management of money needed for ticket sales (each morning and night)
- oversee drawing of DH quilt winning ticket and take photo of winner
- take down of everything and getting display quilts back to those who loaned them
- return Guild tablecloths (after washing if necessary) to storage

### Country Christmas Notes

The contract for CC goes out in January or February. It is now a juried show so having a photo of the previous year setup is good.

The dates are always the Friday through Sunday after Thanksgiving.

Set up is always Wednesday afternoon before Thanksgiving.

The fairgrounds likes the display to be festive which is why we use a holiday tablecloth over the plain Guild tablecloths.

We have always been given a sliver of a space in The Hub in Northern Mines so set up is a bit challenging

The fairgrounds provides a 8-foot table and two chairs

Other equipment: BOTH the large spinner (for OQ tickets) and small spinner (for CC special quilt tickets), rack cards and PTQG Info sheets to be on table near the quilts. Make sure there are raffle tickets. One color for the OQ and one color for the DHC quilt. You will need the two change pouches (each come with \$50) and the daily tally sheets

May 1: NC Fair Coordinator	Early in month contact the Guild person responsible for the NC Fair Demonstrations in Ponderosa Hall specifically the times. Then, contact NC Fair office and speak with the Exhibits lead with the times for the demos. This is important or the times in the Fair Guild will be incorrect!
June 1: NC Fair Coordinator	Create a SignUpGenius for NC Fair White Glove volunteers. Announce link in bulletin, e-blast, Newsletter and request PTQG web update.
June General Meeting: NC Fair Coordinator	SignUpGenius NC Fair for White Glove (WG) volunteers. <i>See notes regarding NC Fair.</i> Submit article for Newsletter, e-blast & website to give advance notice requesting WG volunteers. Include link to the SignUpGenius.
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