

Volunteer Sign-Up – AAQG 2012 Quilt Show & Sale

Name _____ Email _____

Write names of adult family/friends helping to hang or take down quilts. _____

Phone numbers (home): _____ (cell): _____

Indicate below where you can work by placing an X in the line. Number of people needed in parentheses (#).

Pre-Show before Tuesday, Sept. 11: Quilt Signs Construction _____ (4), August weekends

Tuesday, Sept. 11, Check-in Quilts, Hanging, Guild Booth Set up

Check-In, Sept. 11: _____ (5), 7-9am; _____ (9), 9-11am; _____ (9), 11am -1pm; _____ (5), 1-2pm

_____ Floor Plan Marking, Sept. 11, 10am _____ (1) **GUILD Booth Setups see detailed listing (Jane)**

Hang Quilts, Sept. 11: _____ (4) 10am-12pm; _____ (22), 12-2pm; _____ (20), 2-4pm

NOTE: Hanging quilts is in a SECURITY AREA. Please sign-up everyone that plans on helping, i.e., name your husband, adult son, grandson/daughter, etc. Also, please bring 3-step stepstools or 6-foot ladders if you can. We will be lifting, carrying, walking, pushing carts, climbing.

Wednesday, Sept. 12, Judging

_____ Judge Scribes – AM (9) + 1 back-up _____ Judge Scribes – PM (9) + 1 back-up

Note: Prefer that scribes not have a quilt entered for judging.

If otherwise, contact judging coordinators.

Thursday, Sept. 13: Vendors Set-Up Daytime, Signage and Award Pinning

_____ Vendor Set-Up Help/Floater (2); discuss time with Jane & Pat

_____ Quilt Signage Pinning (5), 9am-noon _____ Award Pinning (8), 4pm - 6pm

Opening Night, Thursday, Sept. 16, 7 – 9:30 pm.

_____ Ushers/Greeters (4, check in 6:30 pm) _____ Festival Specialties (1)

_____ Quilts for Sale (2) _____ Boutique (2)

_____ White Glove Duty (4) _____ Watching Vendor Booths (2)

Sunday, Sept. 16, After Closing, 5:00 – ca. 7-7:30 pm

_____ Take-Down Quilts (30). See Note above in Hang Quilts

_____ Take-Down Guild Booths and Exhibits (4). * Last shift on Sunday to help pack up.

_____ Check-Out / Return Quilts (20)

Turn in this form at the Guild meetings or mail or email to:
Jane Coefield
5224 Crystal Water
Dr, Austin, TX 78735
JaneRM_Q
@ix.netcom.com
512-750-3889 (cell)

Please arrive 15 minutes early for your shifts so the person you're replacing can train you and leave on time.

Final Volunteer assignments will be confirmed by phone or email 1-2 weeks prior to the show.

Keep a copy of this form for your records.

Indicate the following areas and shifts you can work by placing an X in the appropriate box.

Numbers in parentheses indicate number of people needed per shift. "n/a" means no volunteers needed at this time.

Volunteers needed (#)	Friday, Sept. 14				Saturday, Sept. 15				Sunday, Sept. 16		
	10-12	12-2	2-4	4-6	10-12	12-2	2-4	4-6	12-2	2-4	4-6*
Admissions/Box Office (3)											
Adv. Ticket Sale Pick-up (2)				n/a				n/a			n/a
Ticket Taker at door (2)											
Program/Glove hand out (2)											
Boutique (2); /Sun., 4-6pm (4)											
Children's Exhibit (2)											
Conservation (1)											
Demonstrations Area (1)											
Door Sitters/Security (5) /12-2(7)											
Festival Specialties (2)											
Floater go where assigned (5)											
Membership Booth (1)											
Quilt Appraisal (1)											n/a
Quilts for Sale (1)											
Raffle Quilt Ticket Sales (2)											
Silent Auction (2)											
Special Exhibits- Dolls (1)											
Special Exhibits-SAQA (1)											
Treasurer (2)											
Vendor Angels (2)											
Volunteer Table (2)											
White Glove Duty (12)											