

Quilt Show Volunteer Information

Please remember to sign in and pick up your blue volunteer apron in the break room (north end of Rec Center, across from the restrooms)!

Greeter (standing/moving) – Meet guests at entrance, direct into show (entrance/payment table at door to back gym!). Direct to restrooms. Direct departing guests to program recycle basket, ballot box. Remind arriving volunteers to sign in and pick up their blue aprons in the Break Room (north end of Rec Center, across from restrooms).

Entrance table (seated, at entrance to back gym) – Take money, stamp wrists, hand out programs/ballots/ribbon winner list, silent auction, quilts in both gyms, hanging from rails, etc. You have the info about service animal guidelines.

Raffle tickets (seated) – Sell tickets for the raffle quilt.

Roaming hostess (standing/moving) – Move about the show, visit with guests, help them use program to find quilts. Remind them about the two gyms and any quilts hanging from the railings. Use white gloves to show back details, etc.

Treasure hunt (seated) – Distribute treasure hunt game card, explain the rules. Retrieve completed game card from participants (remind them to come back to your table).

Documentation (seated) – Explain documentation process, encourage guests to sign up to have their quilts documented.

Children's corner (seated/standing) – Assist corner hostess by helping young guests to complete a simple take-home project. You may use an iron to transfer the colored sheet onto fabric, or use a sewing machine to stitch the pillow together.

Guild activities/membership (prefer standing) – Explain our activities (examples will be on display). Pass out membership applications if requested.

Guild Merchandise (standing/seated) – Sell guild merchandise (in vendor booth, 2017). Must have smart phone and be able to use the Square for charges. (Someone will train how to use the Square if necessary.)

Exit doors, large gym (standing/seated) – Direct guests to entrance door at back gym. Let guests know that payment, programs, hand stamps, etc will be there. There are two doors to the large gym. The person(s) at the first door will ask people where they are from to the extent possible. The person at the second door will continue to direct people to the entrance door, where they will pay!

Small quilt auction (standing/seated) – Tell guests about the auction and the chosen charity. Help them with bid sheets. Take payments for “buy it now” and at end of show. Must have cell phone and be able to use Square for charge cards.