

2026 Quilt Show Volunteer Information

Thank you Volunteers!

15 Minutes prior to reporting to your volunteer station, please visit the break room (north end of Rec Center, across from the restrooms) to initial the sign-in board and don a blue volunteer apron.

Volunteer Position Descriptions

Front Entrance (seated/handle money and credit card sales):

- Welcome attendees
- Collect admission fee, apply color appropriate wristbands
 - \$10 per day, \$15 for two days
- Sign-in non-working guild members and members of the press in lieu of admission fee
- Ask attendees if they would like to purchase raffle tickets
- Process credit card payments, using provided Square device, for admission fees and for raffle ticket purchases
- Review and apply service animal guidelines, as applicable

Raffle tickets (seated at entrance/handle cash):

- Raise funds through the *cash* sale of tickets for the raffle quilt
 - Refer credit card processing to Front Entrance volunteers
- Answer questions about the quilt, the drawing and use of funds
- Assist with filling out tickets (pens and pencils provided)

Greeter (standing/moving)

- Welcome guests as they leave the front entrance area
- Direct guests to the Show Entrance (table at door to back gym)
- Point out restroom locations.
- Remind arriving volunteers to sign in and pick up their blue aprons in the Break Room (north end of Rec Center, across from restrooms)
- Thank departing guests for attending.

Show Entrance (seated outside rear gym)

- Welcome guests. Conduct a verbal survey; “Where are you from?” “How did you learn about the show?” Record answers on the survey form
- Hand out show programs with inserted list of ribbon winners and viewer favorite ballot with pencil.
- Mention; quilts are on display in both gyms including some hanging from high rails; quilts are for sale as indicated on individual quilts and via silent auction.

Exit Doors (seated outside front gym)

- Welcome guests and direct them to **Show Entrance** (may not enter through exit door)
- As guests exit, remind them to turn in their “favorite quilt” ballot. Collect pencils. Encourage guests to keep their programs so they can patronize our advertisers or collect for recycling

Roaming hostess (standing/moving)

- Move about the show, visit with guests, help them use program to find quilts. Remind them there are two gyms and any quilts hanging from high railings.
- Point out “Best of Show”. Explain use of papers to view quilt back details.

Documentation (seated)

- Must have prior knowledge/experience with documentation
- Explain documentation process, encourage guests to sign up to have their quilts documented.

Membership/Guild Activities (seated)

- Explain our activities (examples will be on display).
- Let folks know why we love being members.
- Pass out membership applications if requested.

Creative Corner (seated/standing)

- Welcome guests of all ages and assist them in completing a simple take-home project.
- Assist corner hostess; skills may include use of an iron/design transfer to fabric and/or use of a sewing machine.
- Bring your sewing machine, other supplies are provided

Small Quilt Auction (standing/seated)

- Tell guests about the auction and the charity chosen to benefit from the proceeds.
- Explain bid sheets and process. Provide assistance as needed
- Take payments for “buy it now” and at the end of the show.
- Share Square Device with Merchandise for collecting fees

Guild Merchandise (standing/seated)

- Sell guild merchandise.
- Use square device (shared with Small Quilt Auction) for credit card sales

Veterans (seated)

- Explain purpose of and activities related to our Veterans Quilt Project.
- Ask attendees if they have a friend or family member we may honor with a gifted quilt. If so, explain the process and provide the application form.
- Answer any questions related to the above and encourage participation by sharing how much these quilts have meant to many hundreds of recipients

Break Room Monitor/Hostess (standing/seated)

- *Be the first friendly face they see!* Greet and welcome volunteers arriving for their shift, direct them to the aprons, sign-in board, and, if needed, name tags. Explain purpose of break room/answer any questions.
 - Inform the volunteer coordinator if there are any “no-shows”
- Keep room secure for members who may choose to leave their personal items.
- Keep the food and snack area neat and tidy.
- Refill coolers with water bottles (request ice from quilt show chairs when needed).
- If covering a late afternoon shift, collect and tally “favorite quilt” votes.