

# 2025 Quilt Show Volunteer Information

## Thank you Volunteers!

Prior to reporting to your volunteer station, please visit the break room (north end of Rec Center, across from the restrooms) to sign-in 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.

**Children’s Corner** (seated/standing)

- Welcome young guests 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.

**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

**Break Room Monitor** (standing/seated)

- Greet volunteers, direct them to the aprons and sign-in sheet. Explain purpose of break room/answer any questions.
- Keep room secure for members who may choose to leave their personal items.
- Keep 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.

**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