

Quilt Fiesta Co-Director

The Quilt Fiesta Co-Director is an elected officer of the Guild. Co-Directors are elected in alternating years to build and preserve continuity of leadership. The Co-Directors are responsible for all decisions pertaining to the planning and implementation of the annual Quilt Fiesta.

Duties occur throughout the year and include, more specifically, the following:

1. To convene a committee of appointed subcommittee chairs. Recommended subcommittees are as follows:

Annual Theme Quilts	Publicity – Public Relations
Book Sales	Publicity – Social Media
Concessions	Publicity – TQG Website
Decorations & Signs	Quilt Display, Hardware & Lighting
Demonstrations	Quilt Fiesta Consultant
Entries	Quilt ID Tags
Equipment & Floor Plan	Quilts of Valor Sit & Sew
Fabric Sales	Ribbons
Featured Quilter	Rigid Finished Art Quilts
Judging	Show Pins & Info Kiosk
Kids Row	Small Quilt Charity Sales
Opportunity Baskets	Take Down
Opportunity Quilt Creation	Thank You For Coming Quilt
Opportunity Quilt Promotion	Ticket Taking
Opportunity Quilt Tickets	Treasurer
Parking & Shuttles	Vendors
Photography	Viewer's Choice
Publicity – Advertising	Vintage Quilts
Publicity – Graphic Arts	Volunteers

2. To keep in regular touch with subcommittee chairs to make sure that their jobs are on track for successful completion and remain reasonable in scope.
3. To chair regular meetings of show subcommittee chairs to oversee progress on all aspects of the upcoming show.
4. To prepare and present the Quilt Fiesta budget at the Business Meeting and to oversee spending throughout the year.
5. To serve as primary liaison with the show venue for scheduling dates as well as contracting for all access, equipment, utilities, and securities requirements.

6. To keep the general membership advised on progress and decisions by monthly newsletter articles and by speaking at Guild General Meetings.
7. To report to Board Members and Committee Chairs at the monthly Business Meeting on progress and the development of any major problems.
8. To obtain annual reports from all subcommittees with recommendations for changes/improvements.
9. To obtain implementation notebooks from outgoing subcommittee chairs.
10. To prepare a report for submission to the President and the Board that summarizes the activities of the Quilt Fiesta Committee which includes concerns, recommendations and a clear timeline of activities..

Last Updated – April 2024