**Volunteer Positions with Descriptions**

The quilt show is a great opportunity to contribute to the Guild without making a long-term commitment. There are many ways you can help with over 180 time slots for you to choose from. The job descriptions below let you know what “you’re in for.” Go to the Festival of Quilts webpage to sign-up. Plan early with a friend or your bee members, to get your preferred job and time. Please remember all quilt show entrants are required to sign up for one 2-hour volunteer shift for each quilt they enter. *ACQ reserves the right to disqualify your entries if you do not volunteer or arrange a substitute.* Contact Angie Nofziger if you have questions.

**Check-in (Tuesday evening only):** Checking in quilts dropped off for the show; cover labels if necessary; help organize quilts on tables.

**Judging (Wednesday only – If you work all day lunch will be provided):** Help organize quilts in holding area; Carry quilts to judging area; Hold quilts for judges; Check judge's comments on form provided; Return quilts to holding area.

**Photograph Quilts (Wednesday only – If you work all day lunch will be provided):** Assist Photographer in taking pictures of all the quilts in the show; Help put quilts on and off quilt racks for photographer; Help to keep quilts organize in the holding area.

**Registration: (Wednesday and Thursday):** Assist registration coordinator.

**Set-up Hanging System (Wednesday only – If you work all day lunch will be provided):** Work gloves are helpful; May require being on a ladder; May requires some overhead reaching and lifting; Wipe down poles with soapy water; Must be able to lift poles and bases; Hang drapes on poles; Distribute hangers to cubicles.

**Hanging Quilts (Thursday only – If you work all day lunch will be provided):** 20 people in teams of 5 to hang quilts;  Hang Quilts - Assist in assembling quilt hangers and hanging quilt entries; This includes putting quilts on conduit and/or poles;  Make sure quilts are hung evenly;  Put paper under longer quilts if needed;  This requires some overhead reaching and lifting, and standing on a step-stool.

**Admissions:** Sell tickets to the show; Make change; Provide information and answer questions about ACQ; Direct people to the show; Take new membership applications and collect dues; Keep new membership information and money separate from admissions; Transfer new membership items to the treasurer; First and last shift help raffle table move items into/ out of the Boutique for lockup.

**Library Sales Table:** Help sell Library books; Make change and credit card sales.

**Raffle Ticket Sales:** Raffle Ticket Sales - Watch the Raffle Quilt booth and sell raffle tickets.

**White Glove Lady:** Be able to stand for the duration of the shift; show back of quilts, upon request;   Answer questions about the quilts;   Explain rules of viewing quilts, i.e.;  do not touch the quilts, ask to see the back, no food or drinks in room;   Monitor guests and enforce rules, when necessary.

**Check Out:** Fold and bag quilts; Put judge's form with each quilt; arrange quilts in numerical order; check quilts out to owner.

**Take Down:** 2 people to "stand guard" at show floor entrances;  8 people to take down quilts and take to release area;  4 people to drop Chair Rental pipe and collect and pack their drape;  6 people to organize and pack up ACQ hanging supplies for return to storage unit.