Quilters Unlimited

Guide

For

Opportunity Quilt Committee A

(even years)

Chairperson

Quilters Unlimited

Guide

For

Opportunity Quilt Committee B

(odd years)

Chairperson

The purpose of this notebook is to serve as a guide for the

Opportunity Quilt Committee Chairperson

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Chairpersons” page.

Complete the comments/helpful hints page at the end of your tenure.

Turn your report in to the President no later than the October guild meeting.

Thank you for your participation in the Guild!

**Previous Chairpersons**

For

Opportunity Quilt Committee

|  |  |  |
| --- | --- | --- |
| 2006 | Ardell McGavin |  |
| 2007 | Meredith Smith |  |
| 2008 | Esther Weiner |  |
| 2009 | Jessica Duke |  |
| 2010 | Topi Henderson |  |
| 2011 | Linda Dozier |  |
| 2012 | Linda O’Sullivan | Marilyn Kelley |
| 2013 | Marilyn Kelley |  |
| 2014 | Marilyn Kelley |  |
| 2015 | Betty Rinkel |  |
| 2016 | Geni Raines |  |
| 2017 | Karen Kunz |  |
| 2018 | Marsha Walper |  |
| 2019 |  |  |
| 2020 |  |  |
| 2021 |  |  |
| 2022 |  |  |
| 2023 |  |  |
| 2024 |  |  |
| 2025 |  |  |
| 2026 |  |  |
| 2027 |  |  |

**Detailed Opportunity Quilt Timeline**

**Make a working copy of this timeline to write on.**

**Make adjustments to dates if show opens earlier in year than August.**

**Two years before Annual Capital City Quilt Show opens in August**

**October**

- guild officers voted in and new committee chairpersons selected

- meet with previous committee chairperson to go over notebook and suggestions

**November**

- decide on quilt design related to theme and fabric to be purchased or donated

- write newsletter announcement requesting donated fabric

- former and new Opportunity Quilt Chairpersons attend Steering Committee

Note: in newsletter ask for specific fabric to be brought to December QU meeting

**December**

- design kits for individual blocks or sections of quilt

- collect donated fabric at December guild meeting

Note: buy needed fabric for quilt top

**One year before Annual Capital City Quilt Show opens in August**

**January**

- make kits for blocks

Note: number kits and prepare kit sign-out sheet for QU meeting

**February**

- hand out kits at QU meeting

Note: 1. members sign by number of their kit

 2. sign-up sheet for hand quilters (if needed)

**March & April**

- kits returned

- begin construction of quilt top

Note: keep track of kits and prompt for those not yet returned

**May & June**

- complete construction of quilt top

- make decision about machine/hand quilting

Note: seek out long-arm quilter and negotiate fee

**July & August**

**-** prepare quilt sandwich with batting and backing

- long-arm quilting completed

- add hand quilting, if needed

Note: check with long-arm quilter about specifics of quilt sandwich

**September & October**

- hand quilting completed

- sew on quilt binding, sleeve, and label

**November & December**

- create marketing plan for ticket sales

- order tickets from Dura Quick Print, N. Monroe St.

- take photos of quilt for marketing and newsletter

Note: include dates and venues for selling tickets in marketing plan

Question?? Create contest for person who sells most tickets?? Prize=dues year

**Year of Annual Capital City Quilt Show opening in August**

**January**

- contact Museum of Florida History about photographing quilt

- display quilt at area quilt shops and retreats to promote show and sell tickets

**February**

- take quilt to Museum to be photographed

**March**

- fill out form for quilt show entry (title, size, information about quilt)

Note: March quilt show at Trenton will give us free table to sell tickets for quilt

**April, May, June, July, August** (until show opens)

- sell sets of tickets, 6/$10, before each QU meeting from 6:30-7:00 pm

- drawing for 6 free tickets from names of those buying sets of tickets

- sign-up sheet for members to take tickets to sell (number of tickets)

- ticket income is an important part of budget, but not a requirement of membership

Note: 1. bring quilt to QU meetings to promote ticket sales

2. record name, number of tickets taken, money and tickets returned for those who take tickets to sell

**Policy and Procedures on QU Web Site**

**Opportunity Quilt General Timeline**

**Make adjustments to dates if show opens earlier in year than August.**

**Two years before Annual Capital City Quilt Show opens in August**

**October** - guild officers voted in and new committee chairpersons selected

 - meet with previous committee chairperson to go over notebook

**November** - decide on quilt design related to theme and fabric needed

 - write newsletter announcement requesting donated fabric

 - former and new chairpersons attend Steering Committee

**December** - design kits for individual blocks or sections of quilt

 - collect donated fabric at December guild meeting

**One year before Annual Capital City Quilt Show opens in August**

**January** - make kits for blocks

**February** - hand out kits at QU meeting

**March & April** - kits returned

 - begin construction of quilt top

**May & June** - complete construction of quilt top

 - make decision about machine/hand quilting

**July & August -** prepare quilt sandwich with batting and backing

 - long-arm quilting completed; add hand quilting, if needed

**September & October** - hand quilting completed

 - sew on quilt binding, sleeve, and label

**November & December** - create marketing plan for ticket sales

 - order tickets from Dura Quick Print, N. Monroe St.

- take photos of quilt for marketing and newsletter

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- drawing for 6 free tickets from names of those buying sets of tickets

- sign-up sheet for members to take tickets to sell

- ticket income is an important part of budget, but not a requirement of

 membership

**Budget:**
The budget for the year will be approved by the Steering Committee with the Opportunity Quilt Chairperson’s input.

**Deposits**

Make deposits of all money collected from ticket sales in a timely manner.  Ask the Treasurer for bank information.  Send an email to the Treasurer with a copy of the deposit slip, the committee name, date of deposit, and amount deposited.

**Reimbursements**

Keep all your receipts. Use the form in this notebook or the form on Quilters Unlimited web site for reimbursement.

**Guild Property:**
You will have in your possession the guild notebook for Opportunity Quilt Committee Chairperson

**Tallahassee Quilters Unlimited - Quilt Show and Challenge Themes**

**1989** A Trip through Time

**1990** Patches of Sunshine, Pattern of Life **(**Everything Olde is New Again – Challenge theme)

**1991** Nine-Patch for the Nineties

**1992** A Colorful Land of Counterpane (Freedom of Choice – Challenge theme)

**1993** Memories Are Made of This

**1994** When You Wish Upon A Star

**1995** Threads Through Time (Green – Challenge theme)

**1996** All Things Bright & Beautiful

**1997** Everything’s Lovely in My Garden

**1998** Sing the Blues or Singin’ the Blues

**1999** When Life Gives You Scraps, Make a Quilt

**2000** Beyond the Block - A Creative Leap

**2001** An Odyssey in 3−D

**2002** From Dresden Plate to Broken Dishes

**2003** Canopy Roads (featuring Contemporary & Traditional Quilts)

**2004:** Fire & Ice (featuring contrasting kinds of quilts)

**2005** Southern Exposure

**2006** What Goes Around Comes Around - 25thAnniversary Capital City Quilt Show

**2007** Our Lives in Fabric

**2008** Through the Looking Glass

**2009** From Canvas to Quilt

**2010** The Garden Party

**2011** Diamonds are a Girl’s Best Friend - 30thAnniversary Capital City Quilt Show

**2012** Tomorrow's Quilts Today

**2013** Road to Florida

**2014** Starry, Starry Night

**omit - 2015** For Every Quilt There is a Season – **No Show, Museum closed**

**2016** By the Water’s Edge

**2017** Sentimental Journey

**2018** Out of the Blue

**2019** Autumn Reverie

**2020** Jazz It Up

**2021** Come Fly With Me

**2022** A Ruby Celebration - 40 Years of Quilting (moved to 2022, 40th year of show)

**2023** Metamorphosis (Transformations)

**2024** Floral Fantasy

**2025** A Walk in the Woods

**2026** Kaleidoscope of Color

Challenges started in 1987 – no themes mentioned, just rules

**Opportunity Quilt Guidelines**

The role of the Opportunity Quilt chairperson is to design and coordinate the execution of the guild’s annual opportunity quilt. The opportunity quilt is similar to a raffle quilt in that members and the public have the opportunity to win it when purchasing a ticket. Also, all guild members have the opportunity to participate in making the quilt. The quilt is displayed throughout the duration of the Annual Capital City Quilt Show at the Museum of Florida History and the winning name is drawn at the close of the show.

Check with the timeline in this notebook to create a schedule for working on the quilt.

**Quilt Design:**

The design of the quilt is based on the Annual Capital City Quilt Show theme.

The opportunity quilt is an important fund raiser for the guild and will be made by many guild members. In addition to following the annual show theme, your design goals should include:

* A design and colors that would be pleasing to many individuals
* Block assembly that can be offered as kits
* Hand quilting or other handwork that will add to the value and allow member involvement.
* Minimum size to fit a queen bed, which is 60” x 80”. A quilt with a 10” drape on three sides will measure 80” wide by 90” long.

After creating a design, solicit fabric donations from guild members in specified colors. You can request donations of fat quarters or yardage. This will assist in keeping the production cost down and also contributes to more members being involved in the creation of the quilt.

**Block Kits:**

When creating the block kits, allow yourself extra fabric and count on not receiving every completed block by your deadline. You may need to construct a few blocks yourself to replace some that are returned, but not made according the specified instructions and therefore determined unusable. This is an unfortunate characteristic of many hands being involved, but should not distract from the purpose of guild-wide involvement. Planning ahead will save you time in the long run.

Wash, dry, and iron all fabrics prior to cutting to prevent future shrinkage and color bleeding. Requesting that members do this prior to donating the fabric is not a guarantee that it will be done.

Package the block kits in Ziploc bags with detailed instructions for the assembly. Include a photo or sketch of the completed block with the directions so they have a visual image of how it should look. Specify the seam allowance, when and how to press the seams, and what final measurements should be. Specify absolutely **no trimming** to allow a margin to work with when you and your committee sew the blocks together.

Include your name and contact information if there are questions. Note that it is okay to not complete the block if the guild member is unsure of the instructions.

Put the deadline for returning the completed kit to you in bold print.

Block kits do not need to be a complete block. If your quilt design involves some fairly complicated piecing, you can create kits that only involve sewing a portion of the block together.

When you disseminate the quilt block kits, sign them out as numbered kits and obtain names and phone numbers of each person who takes a kit. Post reminders in the newsletter about the deadline to return the completed kits to you.

**Quilt Construction:**

Trim the blocks and put the quilt top together with your committee. Decide on machine or hand quilting or a combination of both. Continue to follow the timeline in this notebook.

**Tickets:**

Check the report of the previous chairperson to see where tickets were printed and the amount ordered. Contact the print shop and place your order. Six tickets can be printed on 8.5” x 11” paper in landscape orientation. The general ticket format is below:

**Quilters Unlimited of Tallahassee**

20\_\_ Opportunity Quilt

“Name of Quilt”

Drawing at close of the Quilt Show

Museum of Florida History, Tallahassee, Florida

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number/email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Steering Committee has currently set ticket prices at $2.00 per ticket and $5.00 for three tickets.

Post announcements in the guild newsletter when tickets are available for purchase. Also, let members know you will be selling tickets at guild meetings. You may have incentives or contests to increase ticket sales.

Make deposits of all money collected from ticket sales in a timely manner.  Ask the Treasurer for bank information.  Send an email to the Treasurer with a copy of the deposit slip, the committee name, date of deposit, and amount deposited.

**Displaying the Quilt:**

Check with the Museum Show Chairperson about the date when the Museum needs to

take a photograph of the quilt for their promotion of the show and the quilt.

As soon as the quilt is completed, look for opportunities to exhibit it and promote sales such as in local quilt shops. The guild has a hanging quilt frame that is easily transported and can be utilized for this purpose.

**Reimbursements:**

Keep all receipts for tickets, and any fabric, or batting you purchased for the quilt. Submit the guild Reimbursement Form with receipts to the Treasurer.

 **Frequently Asked Questions**

1. **Do I have to attend every guild meeting to be the Opportunity Quilt Chairperson?**

Yes, you will need to be present at the meetings to collect fabrics, disseminate kits, sell tickets, and answer member questions. If you find that a meeting conflicts with your personal schedule, simply make arrangements for someone to fill in for you. Provide ample notice, necessary materials, and detailed instructions to that individual.

1. **Do I have to attend the Steering Committee meetings?**

It is the responsibility of either the committee chairperson or a designated substitute to attend the Steering Committee meetings. You will be familiar with the activities of the officers and the other committee chairpersons. Your input and votes are needed and your opinions will be greatly valued. You should plan to report on the progress of the quilt.

1. **Do I have a committee to help me with the opportunity quilt?**

Most chairpersons have two to three members assist with various phases of the process. You may also want to ask five or six members to help cut the pieces for the block kits and to help assemble the kits. You may designate committee members to help sell tickets. Enlisting support of other guild members will get more guild members involved in this fund-raiser.

1. **What if some completed blocks are not usable because they are made too small or the seams are not even.**

Unfortunately, not every block you receive may work in the quilt due to size discrepancies. Pan ahead and have extras to replace blocks that don’t fit. Guild members enjoy participating in making the quilt. An alternative to handing out kits is to have a sewing party for guild members to meet and make blocks from the kits as a group.

**End of Year Report Committee: Opportunity Quilt**

**Complete this report in the month of October**

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year-end report.

Describe the year and anything unique that you did in this role:

Did you perform this role by yourself or did you enlist support from others? \_\_\_\_\_\_\_\_\_\_

How many other people helped you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you needed help: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Budget allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_

Where there unusual expenditures?\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? \_\_\_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Helpful Hints for future chairpersons:

Recommendations for change:

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_