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

**City Hall 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Please read the guidelines thoroughly and make note of any outdated statements for future edits.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 and add your co-chairperson.

Complete the end of year report page in October.

Return this notebook to the President no later than the October guild meeting.

***Thank you for your participation in the guild!***

City Hall Show

Previous Chairperson and Co-Chairperson

|  |  |  |
| --- | --- | --- |
| YEAR | CHAIRPERSON | CO-CHAIR |
| 2006-2007 | Barbara Hoagland |  |
| 2007-2008 | Barbara Hoagland |  |
| 2008-2009 | Carol Ellingsen | Miriam Baldwin |
| 2009-2010 | Miriam Baldwin | Dawn Griffin |
| 2010 - 2011 | Dawn Griffin | Jennifer Moore |
| 2011-2012 | Jennifer Moore |  |
| 2012-2013 | Jeanne Brenner |  |
| 2016 | Elizabeth Hawker | Jennifer Colley |
| 2019 | Kerry Cohen |  |
| 2022 |  |  |

NOTE: It is very helpful if the chairperson has some experience because of the details involved in hosting a show, but it is not required. New members are encouraged to serve on this committee because of the learning experience and active involvement in the Guild.

**Guidelines**

The role of the City Hall show chairperson is to coordinate the planning and execution of the City Hall quilt show, which is held every three years. It involves meeting with a representative from COCA, the Council on Culture and Arts, to plan the show dates, the public reception, and sign a contract. You will also be responsible for communicating information to guild members, collecting the quilts, and stringing and hanging the quilts prior to the show opening. There is routinely a chairperson and a co-chairperson. The co-chairperson usually becomes the next show’s chairperson.

**Planning the Show Dates:**

Contact Amanda Thompson at COCA (224-2500) in December or January to establish a meeting to plan the quilt show held in the City Hall Gallery. The City Hall Gallery is open Monday-Friday, 8:00 a.m. to 5:30 p.m. Once the show dates are established, plan your deadlines for quilt turn in and begin making plans for communicating the information to guild members.

Make announcements at monthly guild meetings regarding the show. Use the newsletter and website to post a schedule of show dates, application deadlines and reminders. Communicate with the newsletter editor and/or the webmaster about how to submit the information to them. The newsletter deadline for each month is posted in the previous month’s newsletter.

**Naming the Show:**

COCA likes to have the words “fiber art exhibition” included in the title because it attracts a broader range of art interests. It is up to you to name it; you might solicit ideas from members at guild meetings.

You may also want to showcase a particular area and/or pattern of quilting: contemporary art pieces, clothing, pocketbooks and tote bags, children’s quilts, Quilts of Valor, antique, star, or log cabin quilts, which can be featured in the show title.

**Quilt Entry Form:**

All guild members who plan to enter a quilt in the City Hall quilt show have two options to enter an item in the show. One is to submit a physical paper entry form and provide two (2) pictures of the quilt. The second option is to submit both entry form and photos in a digital format – go green. The quilt picture does not have to show the completed quilt but a good idea of what the quilt will look like.

A sample application and Guidelines and Schedule can be found in this notebook (*digital format is provided for your use*.). An electronic copy of the application, Guidelines and Schedule is available for you to update and distribute at the QU meetings. Make sure you convey the information to the QU Webmaster.

“Going Green” paperless entry - procedures are as follows:

The application form can be downloaded from the QU Website. Save the application document to your desktop.

 Fill out the application, save it with your last name as the file name and the tile of your work.

(example: Griffin\_SeaTurtleDance)

Email the file as an attachment to the QU Contact email address, along with the required images (see below for instructions about your photo images).

Submit electronic images in .TIF, .JPG, or .PDF format with your application. The preferred image proportions are up to you, but please keep each image less than 1 MB. Save your images ith your last name and the title of the work. Please note that e-mail systems have limited capacity and do not generally accept e-mail where the total size is above 4 MB. For large images, use a free service such as [www.transferbigfiles.com](http://www.transferbigfiles.com/). You may also hand deliver or mail a CD to QU Contacts.

 If electronic images are not an option, you may submit prints (no larger than 8”x10”) of your images. On the back of each, write the number of the image corresponding to the name on your application and write the word “top” with an arrow pointing to the top of the sheet. Prints and CDs will be returned, if requested, at future QU meetings.

 *If you absolutely cannot apply by e-mail, please do not worry as paper entry forms will be available at QU meetings and can be downloaded from the QU Website. However the application must be submitted with two (2) pictures of the entry attached.*

Have entry forms with you at guild meetings, submit information for the newsletter and make announcements to remind members that you have them available. Utilize the newsletter and QU Website to let members know that applications will be available at the meetings and have the webmaster post a copy of the application and guidelines on the web.

If you decide to totally “go green” then both the application and digital photos can be sent to COCA directly. Many members, however, may not have computers so paper versions have to be made available.

What to do with the applications after you get them:

1. Sign the “original” application.
2. Make two (2) copies of the application.
3. Staple one picture to the back of one copy and give to COCA.
4. COCA wants a typed Excel spreadsheet of information regarding each entry (see SAMPLE spreadsheet in the notebook). COCA will need the spreadsheet sent electronically to them. Information for the spreadsheet will come from the application. *Digital format is provided for your use*.
5. Attach the other picture to the front of the other copy and keep for your records and for use in making the spreadsheet. You may need to refer to the application for size and description information and for insurance purposes.
6. Return the “original” to the member when they turn in their entry and request that they bring it to pick up their entry (though it is not required since COCA has them sign the spreadsheet to show who picked up the entry).

**Rules for Quilts:**

See the sample “Guidelines” (in the notebook) for specific information. You should update the guidelines according to Quilters Unlimited rules, and COCA/City Hall rules which include the following items.

The quilt cannot have been hung in a previous City Hall quilt show.

The quilt must have a hanging sleeve (one continuous sleeve not pieces) and the submitter must provide a hanging rod. The hanging rod should be wood (preferably round) and have eye hooks screwed into both ends. Curtin rods and other rods that are not one piece cannot be used because of the specific hanging system used by COCA at the City Hall Gallery. It is important that you show Guild members the type of hanging rod that is needed and caution them to use a rod that is not too heavy because it will “stretch” the fish line.

The quilt cannot display nudity or religion as per the City Hall rules (this is explicitly stated in the COCA contract).

The quilt, hanging rod, and pillowcase must have a label attached securely with the quilt name, quilter’s name and date completed. The quilt will have a label attached to the quilt back.

**Advertising the Show:**

Advertising within the guild: Use the newsletter, website, and meeting announcement venues to keep guild members informed of show dates, times, deadlines, etc.

Advertising outside the guild is handled by COCA. The contract will let you know where they advertise and it is a wide venue. COCA does a great job of placing announcements in the Tallahassee Democrat.

The Guild has a Publicity chairperson who may help you with flyers and posters. In the past, we have printed about 100 flyers for Guild members to take to their offices and other high traffic sites (all quilt shops are good places). Make the flyers available to members at the Guild meeting the month before the opening of the show so the flyers are fresh when posted. Not sure if this has been effective.

Watch your budget…posters are not a “high priority” for the show since COCA does such a wide range of advertising. You may want to have a couple (2) large posters (14X20) made for high-traffic areas (e.g., City Library lobby downtown, and Killearn branch Library). See sample flyer (at the back of this book) for members to take for posting.

COCA will supply a guest book at the show for visitors to sign with comments about the show. Request a copy of the guest book since comments may improve future shows and are always fun to read.

**Collecting the Quilts from Guild Members:**

Establish a date well in advance by which guild members must turn in their quilts for the show. It is generally easiest to do this at a regular guild meeting. You can either have them all turned in at one meeting or allow members to turn them in over a span of two months, but with a final deadline. Remember, you are responsible for the quilts until they are hung for the show. Members should bring the quilt rolled around the hanging rod. All rods and/or pillowcases should have names attached for returning after the show closing.

**Stringing the Quilts before Taking to City Hall for Hanging:**

1. String larger, heavier quilts with 60# fish line.
2. String smaller items with 40# fish line.

A spool of fish line lasts for several shows. If there is not enough for your show, purchase a spool. It takes hours to string the quilts, and sometimes it is best to string them over a 2-day period as it is hard on your fingers to tighten the fish line. It is helpful to get someone to help you, either your co-chairperson or a volunteer or two. Do a few at a time and before you know it, you’re done!

**Hanging the Quilts:**

A good time to start hanging them is around 10:00 a.m.-12 noon as it usually takes 2 hours for about 40-45 quilts. Prepare a sign-up sheet with 8-10 slots for Guild members to assist you and your co-chairperson with hanging the quilts (sample in notebook). COCA will coordinate so Chair and Co-Chair can park under City Hall (need tag #, make and color of car).

Ask COCA to make the print larger on the signs about not touching the quilts.

Your COCA representative will meet you about ½ hour before the designated time to hang quilts under the City Hall with a hand truck to unload the quilts and take them up to the 2nd floor Gallery. The COCA representative will reserve a room to organize the quilts in before hanging.

Only the chairperson & co-chairperson are allowed to park under City Hall. COCA coordinates this with City Hall security. Volunteers can park at Kleman Plaza, or at a meter on the street. Each year we ask for volunteers to park under City Hall but are always turned down.

Items to bring with you: extra #40 and #60 fish line; eye hooks, scissors and small ladder.

**Reception for Show Opening:**

The reception is optional. If a reception is held, there will be a $150 administrative fee.

You will need to arrange for 6-8 members to assist you with providing food for the opening reception (see SAMPLE food sign-up sheet in the notebook). But, invite any guild member attending to bring a finger food. You should circulate a sign-up list at a Guild meeting approximately one month before the reception to encourage members to bring a food item. One week before the reception date you may want to call each volunteer to remind them. This guarantees that a certain quantity and variety will be available. COCA will coordinate with City Hall so that the Chair and Co-Chair can park under City Hall (need tag #, make and color of car).

The reception is usually from 6-7:30 p.m., so you should arrive around 5-5:30 p.m. to assist COCA staff with set up. Stay until the end of the reception for cleaning up. Ask COCA to have at least 12 folding chairs available because of elderly attendees. You may also provide a centerpiece. Only small votive candles and holders are permitted, no open flames. We covered the tables with several quilts and an old small sewing machine as a table decoration. In 2010 and 2011 we had approximately 65 people attend, so plan for 75!

The following items are provided by Chair/Co-Chair: punch bowl, ladle, punch, cups, napkins, paper plates, utensils, a large fruit/cheese platter and decorations for table, Ziploc bags (for leftovers), water bottles (for non-punch drinkers), can opener/church key, and plastic gloves to handle food. Some soft music might be a nice addition to the event.

NOTE: Fresh Fruit and Cheese Platter from Publix (Large) and this Punch Recipe was a big hit. Have enough ingredients on hand for 4 batches!

Batch: 1 large can frozen fruit punch or raspberry lemonade, 1 (46 oz) can pineapple juice, 1 liter bottle each of ginger ale and lemon-lime and ice. Place in punch bowl, add ice and enjoy.

COCA provides ice in a large cooler, two 8’ tables, trash cans, tablecloths to cover them (usually white or blue) and folding chairs.

The following items are provided by Guild members: Finger foods such as finger sandwiches, dessert and light snacks such as cookies, mints, brownies, fruit, veggies, mini quiche, cheese and crackers, nuts.

All guild members who attend the opening reception are encouraged to bring a chocolate or other food item. Convey this need to Guild members through announcements at Guild meetings and the newsletter. Food items must be on disposable plates or platters as they will be left for the security staff in City Hall after the reception.

Contact the Membership officer to obtain a copy of the QU membership application. Make about 20 copies and leave by the “guest book” at the City Hall Gallery for possible visitors who may want to join or just obtain information about the Guild.

**Door Prizes for Opening Reception:**

You can choose or not choose to have a door prize. In 2011, we chose not to have a door prize and they were not missed.

If you choose to have door prizes, you will need 5-8 door prizes for the opening reception as this encourages Guild members to attend. Be sure to announce at the meeting before the opening reception that there will be some nice door prizes for those attending. You will need a basket/box to collect names, so have pens and paper available for them to sign up for the prizes. Post a sign by the sign-up box stating the door prizes are for attending Guild members only. The reception is held 6:00-7:30 p.m., so a good time to draw names is around 7:00 p.m. Members do not need to be present to win, only to have attended and put their name in the box. If someone’s name is drawn and they have left, just take their prize to them at the next meeting.

The Guild has always donated the “grand prize” for the drawing, and that is a trip to Jacksonville Quilt Fest. Prepare a paper certificate for them with you and the Trip chairperson signing it (see sample in the notebook). The grand prize is usually the last drawing.

In the past, quilt shops have donated items and/or gift cards. Some examples of door prizes are notions, fabric bundles, thread, scissors and rotary cutters, pattern books, etc. The Publicity chairperson is also helpful in securing door prizes from the shops. Please attach a note to each prize so the recipient will know where their prize came from. It is important to announce at the reception the shops that donated prizes, and to list them in the next month’s newsletter along with names of Guild members who won prizes. It is very important to “thank” the shops with a personal note card (sample wording in the notebook) immediately after the reception, as well as announce the shops at the following Guild meeting.

**Taking Down the Quilts:**

COCA will give you the date to take down the show. It is usually the morning following the last day of the show. The COCA representative will give you a specified time for members to pick up their quilts and meet you and your co-chairperson at City Hall. One hour is sufficient time for this. Be sure to put the pickup time in the newsletter, as well as make an announcement at the meeting before the date. Each entry should be picked up by its owner, unless prior arrangements are made with you or your co-chairperson. If someone does not pick up their quilt at the specified date and time, take it with you and call them to pick it up or maybe take it to the next Guild meeting for them to pick up. COCA will coordinate so Chair and Co-Chair can park under City Hall (need tag #, make and color of car). *Available in digital format is a Spread Sheet used for Quilt Pickup (created from the Spread Sheet for Quilt Entry submitted to COCA) modified to allow for a signature line for whoever picks up that particular quilt.*

**Newsletter Submissions:**

Note that all submissions to the newsletter must be written exactly as they will be printed. Do not ask the newsletter editor to mention something about a certain topic. However, the newsletter person will add borders or other graphics as requested and/or submitted. Newsletter deadlines are posted in every newsletter. Email: newsletter@quilttallahassee.com

**Budget and Reimbursement:**

The budget is established at the Steering Committee budget meeting the year before the City Hall Show will take place. Attach original receipts to the budget reimbursement form and give to Treasurer at a Guild meeting. Keep one copy of your receipt and reimbursement form for that year’s files. The Treasurer will write you a check before the meeting is over. Watch your budget with the treasurer, so other invoices are not inadvertently paid from your account.

**Guild Property:**

1. Guild notebook for City Hall chairperson.
2. Fishing line for stringing the quilts. Two strengths are needed (#40 & #60).
3. Files from previous years shows (on CDs in your notebook).

Frequently Asked Questions

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

No. Since most of the information is available online and announced in the newsletter, it is not necessary for you to be present at most of the meetings to advertise and report progress of the show. As the show deadlines get closer, announcements at the meetings may encourage members to make an entry. Put a lot of the information in the Newsletter to keep it fresh in members’ minds.

If you find that a meeting conflicts with your personal schedule, simply make arrangements for your co-chairperson or someone else to fill in for you. Provide ample notice and detailed instructions to that individual.

1. **Do I have to attend the steering committee meetings?**

Attendance at all steering committee meetings is not required. However, you and your co-chairperson should attend steering committee meetings if asked to report on the status of the City Hall show in person. The President may occasionally call a mandatory meeting for all steering committee members. In this situation, input and votes are needed from as many chairpersons as possible and your opinions are greatly valued.

End of Year Report Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Were 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORMS**

**AND OTHER SAMPLE FORMATS**

**QUILTERS UNLIMITED**

**CITY HALL EXHIBIT - “BY HAND XVI”**

**JULY 14 – SEPTEMBER 1, 2010**

**ENTRY FORM**

**EXAMPLE – See also Separate Entry Form (for Downloading)**

NAME OF EXHIBITOR/ARTIST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE OF WORK:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF ENTRY (i.e., quilt, wall hanging, vest, pillow):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIZE: (width):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (length):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YEAR COMPLETED:\_\_\_\_\_\_\_\_\_\_

QUILTED BY (if other than exhibitor):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONDITION (note any stains, tears, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARED VALUE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION: (This information will be used to make the label that will be placed beside your entry in the exhibit. **Briefly** describe the entry, including any unusual features, your motivation for making the item or other interesting information about the entry. PLEASE PRINT OR TYPE INFORMATION)

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

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I AGREE TO ABIDE BY THE CITY HALL EXHIBIT – “BY HAND XVI” – GUIDELINES AND SCHEDULE.

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

Signature (exhibitor) Date

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

Signature (person receiving entry) Date

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

Signature (person picking up entry) Date

IMPORTANT DATES:

May 13 - Guild Meeting – Entry form plus two (2) photos due

June 10 - Guild Meeting – Item and hanging rod with screw eyes due

**“BY HAND XVI”**

**QUILTERS UNLIMITED – CITY HALL EXHIBIT**

**JULY 15 – SEPTEMBER 1, 2010**

**GUIDELINES AND SCHEDULE**

**EXAMPLE**

Exhibit items must be made by members of Quilters Unlimited.

Pieces shown in past City Hall exhibits are not eligible.

City policy prohibits works containing nudity or religious subject matter.

Entry form must have two (2) pictures of the entry attached.

A hanging sleeve must be securely sewn on the back of entry, and a hanging rod with a screw eye at each end must be provided by the exhibitor.

A label containing the piece title and exhibitor’s name must be sewn on the back or inside of each piece.

Youth of Quilters Unlimited members may submit an entry in the show on a “space available” basis. Name of member and relationship to member must be on the entry form.

The exhibit is open to photography and Quilters Unlimited or the Council on Culture and Arts may use the images of the entries at their discretion.

All entries are covered by the City of Tallahassee insurance. All artists will be asked to substantiate declared value of work if a claim is made.

By signing the entry form, the exhibitor agrees to abide by these guidelines and accepts the decisions made by Quilters Unlimited representatives, and the Council on Culture and Arts (COCA) staff in regards to placement of the entries in the exhibit.

Entries may not be picked up before the exhibit closes. A scheduled date and time for exhibiters to get their entries at City Hall will be announced by the Show Chairperson at the Guild meetings.

2010 SCHEDULE:

May 13 Entry form is due at Guild Meeting

June 10 Turn entries in with hanging rods at Guild meeting

July 14 Entries will be hung and show opens

July 23 6:00-7:30 pm, Opening Reception at City Hall

September 1 10:00-11:00 am, Exhibitors pick up their entries at City Hall

**“BY HAND XVII”**

**QUILTERS UNLIMITED – CITY HALL EXHIBIT**

**JULY 12 – SEPTEMBER 13, 2011**

**GUIDELINES AND SCHEDULE**

**EXAMPLE**

QU Contacts: Chair: Dawn Griffin (850) 509-6103 /

email: griffindd@aol.com

Co-Chair: Jennifer Moore (850) 443-8440 / email: jennfsulaw@comcast.net**.**

●Exhibit items must be made by members of Quilters Unlimited.

●Pieces shown in past City Hall exhibits are not eligible. City policy prohibits works containing nudity or religious subject matter.

● “Going Green” paperless entry - procedures are as follows:

* The application form can be downloaded from the QU Website. Save the application document to your desktop.
* Fill out the application, save it with your last name as the file name and the tile of your work.

(example: Griffin\_SeaTurtleDance)

* Email the file as an attachment to the QU Contact email address, along with the required images (see below for instructions about your photo images).

**●** Submit electronic images in .TIF, .JPG, or .PDF format with your application. The preferred image proportions are up to you, but please keep each image less than 1 MB. Save your images with your last name and the title of the work. Please note that e-mail systems have limited capacity and do not generally accept e-mail where the total size is above 4 MB. For large images, use a free service such as [www.transferbigfiles.com](http://www.transferbigfiles.com/). You may also hand deliver or mail a CD to QU Contacts.

* If electronic images are not an option, you may submit prints (no larger than 8”x10”) of your images. On the back of each, write the number of the image corresponding to the name on your application and write the word “top” with an arrow pointing to the top of the sheet. Prints and CDs will be returned, if requested, at future QU meetings.
* *If you absolutely cannot apply by e-mail, please do not worry as paper entry forms will be available at QU meetings and can be downloaded from the QU Website. However the application must be submitted with two (2) pictures of the entry attached.*

●Entries can be functional and non functional items such as quilts, wall-hangings, pillows, wearable pieces (jackets, vests), accessories, tote bags and soft sculptures.

●A hanging sleeve must be securely sewn on the back of entry, and a round hanging rod (not flat) with a screw eye at each end must be provided by the exhibitor. Make sure the hanging rod is proportional to your piece – not too light and not to heavy.

●A label containing the piece title and exhibitor’s name must be sewn on the back or inside of each piece.

●Youth of Quilters Unlimited members may submit an entry in the show on a “space available” basis. Name of member and relationship to member must be on the entry form.

●The exhibit is open to photography and Quilters Unlimited or the Council on Culture and Arts may use the images of the entries at their discretion.

●All entries are covered by the City of Tallahassee insurance while in the gallery space. All artists will be asked to substantiate the declared value of work if a claim is made.

●The exhibitor agrees to abide by these guidelines and accepts the decisions made by Quilters Unlimited representatives, and the Council on Culture and Arts (COCA) staff in regards to placement of the entries in the exhibit.

●Entries may not be picked up before the exhibit closes. A scheduled date and time for exhibitors to get their entries at City Hall will be announced by the Show Chairperson at the Guild meetings.

**2011 SCHEDULE:**

June 9 Entry forms due – bring items to Guild Meeting.

June 30 Optional date to turn in items only – must be prearranged with Chair or Co-Chair.

July 12 Entries hung and City Hall Show opens – volunteers needed 10:00 - 11:00 am.

Aug 19 6:00 - 7:30 pm, Reception at City Hall.

Sept 13 10:00-11:00 am, Exhibitors must pick up their entries at City Hall.

# SAMPLE HANDWRITTEN “Thank You” NOTES TO VENDORS

Note cards are usually provided by the chairperson, there is no Guild

stationery – wording will change from year to year depending on theme of show

Quilters Unlimited thanks you for the door prize you donated for its 16th Annual City Hall Show.  We hope you will see the show including Quilts of Valor made by some of our “wartime quilters” who will donate their quilts, through the National Quilts of Valor Foundation, to solders who return home with physical or psychological war injuries.  The show runs through Aug 31, in City Hall, which is open Mon-Fri, 8:00am-5:30pm.

Again, we greatly appreciate your support of Quilters Unlimited activities.  Thank you.

(Signature) *XX, Chairperson*

*XX, Co-Chairperson*

**------------------------------------------------------------**

**THANK YOU NOTE MAILED                                GIFT / WINNER**

1. Bernina Sewing Connection              $25 gift cert

1400 Village Square Blvd.                 Mary Cox

Tallahassee, FL 32312

1. Nancy’s Embroidery Heaven            $15 gift cert

2770 Capital Circle, N.E.                   Penny Blazczyk

Tallahassee, FL 32308

1. Sew Faire                                            Ginger seam ripper ($28)

1989 Capital Circle, N.E.                   Willie Belle Bell

Tallahassee, FL 32308

1. Suzanne’s Quilt Shop                        $30 gift cert

9 First Street, S.E.                               Freddy Williams

Moultrie, GA 31768

1. Quilters Unlimited donations:
2. Bus & entrance to QuiltFest        Janet Frank ($28)
3. Pattern book & pin cushion        Maggie Winkler ($18)
4. Pattern book & fat bundle           Janet Hughes ($18)
5. Dawn Griffin donation:                      Vase table arrangement

Cheryl Willis

SAMPLE BUS TICKET – GRAND DOOR PRIZE

2010 City Hall Exhibit XVI

Quilters Unlimited ~ Grand Prize



FREE BUS TRIP ~ September 25, 2010

QuiltFest JACKSONVILLE

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Miriam Baldwin, City Hall Chairperson Marilyn Kelly, Trip Coordinator

 **QuiltFest- Jacksonville - September 23 - 25, 2010**
Prime Osborn Convention Center, 1000 Water St.
“Birds of A Feather Quilt Together” hosted by QuiltFest, Inc
Classes & trunk shows with Bonnie Hunter, Jan Vaine, and Nancy Eha. Complete details:  [www.quiltfestjax.com/](http://www.quiltfestjax.com/)

VOLUNTEER TO HANG QUILTS

*INSERT DATE*

 10:00 AM – CITY HALL

**NAME PHONE**

**(Please print)**

1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parking is available on the street (at meters), or in Kleman Plaza – at your own expense.**

*Thanks so much! Insert Chair and Co-Chair names.*



VOLUNTEER TO BRING

COOKIES, CHOCOLATE DESSERTS and OTHER FINGER FOODS

Insert date (Friday)

 6-7:30 pm – CITY HALL

**NAME PHONE**

**(Please print)**

1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parking is available on the street (at meters), or in Kleman Plaza – at own expense.**

*Thanks so much! Insert Chair and Co-Chair names.*