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Please read the guidelines thoroughly and make note of any outdated statements for future edits.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 End of Year report no later than the October guild meeting.

*Thank you for your participation in the Guild!*

**Previous Chairpersons**

For

Opportunity Quilt Committee

The first column displays the year on which the quilt will be displayed at the Annual Capital City Quilt Show.

|  |  |  |
| --- | --- | --- |
| 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 | Marianne Clower |  |
| 2020 | Jeanne Brenner |  |
| 2021 |  |  |
| 2022 |  |  |
| 2023 |  |  |
| 2024 |  |  |
| 2025 |  |  |

**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.

Review the timeline in this notebook (beginning on page 6) 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 allows more members to be involved in the creation of the quilt.

**Important:** *If you are not creating an original design for the Opportunity Quilt, then before anything else is done you must get permission from the designer to use their pattern. Documentation of permission granted must be in writing (letter or email) and saved in your notebook.*

**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 it 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 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 the 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. Recently we have ordered tickets online from ehptickets.com. A sample ticket is included in your notebook as a guide.

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.

**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 used for this purpose.

**Budget:**
The budget for the quilt 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 receipts for tickets, and any fabric or batting you purchased for the quilt. Submit the guild Reimbursement Form with receipts to the Treasurer per the reimbursement guidelines contained later in this notebook.

**Ticket Sales at Quilt Show:**

Have $50 in small bills as change in the cash box. Provide your contact information in case there are not enough small bills during the show. Make sure there are enough Daily Cash Reconciliation sheets for the whole show. Plan to collect the sheets and the money in a timely fashion.

**Notification of Winner:**

During the last half hour of the show, have a volunteer from the Museum draw a ticket stub to determine the winner. Call the winner and arrange for delivery or pickup of the quilt. After the quilt has been delivered, destroy all ticket stubs since they contain contact information for those who purchase them.

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

**Detailed Opportunity Quilt Timeline**

Make a working copy of this timeline to write on.

Adjust the dates if the quilt show opens in a month other than August.

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

**October**

- Guild officers are 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.

*- If you are not creating an original design for the Opportunity Quilt, then before anything else is done you must get permission from the designer to use their pattern. Documentation of permission granted must be in writing (letter or email) and saved in your notebook.*

- Write newsletter announcement requesting donated fabric. Specify that the fabric should be brought to the December guild meeting.

- Former and new Opportunity Quilt Chairpersons attend Steering Committee meeting.

**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**

- Buy remaining fabric needed for quilt top.

- Make kits for blocks.

- Number the kits and prepare a kit sign-out sheet to keep track of who has each kit after they are handed out.

**February**

- Hand out kits at QU meeting.

Note: 1. Members sign the kit sign-out sheet beside the number of their kit.

 2. A sign-up sheet for hand quilters (if needed) might also be used at this meeting on which members who can hand quilt can indicate their willingness to volunteer.

**March & April**

- Kits returned; update your kit sign-out sheet to keep track of those that have been returned.

- Begin construction of quilt top.

Note: Contact members who have not yet returned the kit that they checked out.

**May & June**

- Complete construction of quilt top.

- Make decision about machine versus hand quilting.

Note: Seek out long-arm quilter if machine quilting is selected and negotiate fee if no one is willing to do this without charge.

**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. For the last few years we’ve ordered these online from ehptickets.com.

- 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**

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

- Coordinate with QU’s Publicity Chair any information to be included in social media about the Opportunity Quilt.

- Submit information to Newsletter Chair for publication in the Newsletter to get the membership excited about this quilt and ready to buy tickets at upcoming meetings.

**March**

Note: March quilt show at Trenton may give us a free table to sell tickets for the quilt.

**January through end of Quilt Show**

- Sell tickets before each QU meeting from 6:30-7:00 pm.

- Drawing for 3 free tickets from names of those buying 3 tickets.

- Ticket income is an important part of budget, but not a requirement of membership. Members who are willing to sell tickets to their friends are encouraged to do so.

Note: Bring quilt to QU meetings to promote ticket sales.

**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

**Reimbursement Guidelines**

Use the QU Request for Reimbursement form. A master from which to make copies is on the following page. Attach originals of receipts, using additional blank paper if needed. Tape the receipts to the form and circle the totals for reimbursement.

Normally, the Treasurer will be at the meetings and will have the Guild checkbook with her. If so, turn in the completed form with receipts to the Treasurer at the meeting. She should provide you with a check for the total reimbursement before the end of the meeting.

If the Treasurer is not present at the meeting, or you have elected to send in the request by mail, you may want to call the Treasurer if you need reimbursement to be expedited.

It is helpful to keep an expenditure log of supplies purchased. This will assist when determining future budgets. It will also help future chairpersons to see where, when and the quantities to purchase.



**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, arrange 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**

 (year)

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