

Village Quilters Job Description Quilt Challenge Coordinator

Duties & Responsibilities:

- Recruit committee members. It works well when a Bee group takes on the project.
- Determine if you want to try to submit the Quilt Challenge at the AQS Quilt Show. If so, go to the AQS website www.americanquilter.com and review their guidelines for submission. If so, incorporate into your parameters. The current challenge would get submitted next year.
- Determine a theme for the Challenge. Be specific. If you want, you can Google search for "quilt challenges".
- Choose a challenge fabric.
- Set all the parameters for the Challenge:
 - a) Outline the actual challenge project
 - b) Entry deadline
 - c) Maximum & minimum size dimensions
 - d) Label requirements
 - e) Collaborations by more than one person for design need to be disclosed
 - f) Notations identifying whether the quilt was professionally quilted. (Note: if quilted by your friend who is not a professional, then that is a collaboration)
- Determine IF and what prize categories you will have and how many prizes in each of those categories you will have. Make or purchase (if within budget) the actual prizes. It is helpful to have these included in the write-up distributed to the membership at the onset.
- Write up the challenge and all pertinent information for distribution to membership and for placing on the website.
- Determine if you want or can invite a professional judge although this is not necessary.
- Plan and carry-out the collection, set-up and judging of the challenge which takes place at the June luncheon. Coordinate your requirements with the Luncheon chairman.
- Write up a summary wrap-up of the year's challenge for the Challenge handbook.
- Submit bills/reimbursement forms for any expenses.
- Some supplies you may need on challenge day:
 - a) Quilt pins (both safety & straight pins)
 - b) Paper to cover the labels (if quilter has not pinned a piece of fabric to it herself)
 - c) Numbers for the quilts (sticky back address or name labels will stick to the quilt but leave no residue)
 - d) Ballots for Viewers Choice (index cards cut in half work). Members only need to put one number on the card.
 - e) A basket to collect the Viewers Choice ballots.
 - f) Signs to pin to racks for each category of Beginner, Intermediate, Advanced and Team
 - g) Pencils for Viewers Choice (you might borrow some from the golf course)
 - h) Your awards choice (certificates or ribbons)

As of July 2008