Quilt Show Staffing – 2012

Minimum Requirement is 4 hours per member.

STAFFING SIGN-UP DEADLINE: FEBRUARY QA MEETINGS. Assignments will be e-mailed or mailed out by Feb. 20, 2012.
Please return forms to Carole Rush at: 1237 NW 126th St
Seattle, WA 98177-4335
For questions and special job needs, contact Carole Rush at: (206) 368-8362(h) e-mail: cerush@comcast.net

Show location: Monroe Fairgrounds, Event Center Building (Bldg. 604)

Important Dates					
Quilt Drop off	Tuesday, March 13	12 pm-8 pm	**Quilt Show**	Friday, March 16	10 am-5 pm
Set up Site / Drape Sheets	Tuesday, March 13	10am-4 pm		Saturday, March 17	10 am-5 pm
Hanging/Set up	Wednesday, March 14	8 am-5 pm		Sunday, March 18	10 am-4 pm
	Thursday, March 15	9 am-6 pm	**Take Down**	Sunday March 18	4 pm-8 pm
Preview Party	Thursday, March 15	6 pm-9 pm	**Quilt Pick Up**	Monday, March 19	12 pm-8 pm

Volunteer Information – Please Complete

Name	Day Phone	Evening Phone	E-mail

Address

I am unable to complete my hours during quilt show week and need an assignment. Yes __ No ___

I am available to help (Circle all shifts that apply):

Prior to Show, when? _____

Load/Unload Storage Tues 3/13 10-12
Set Up Site/Drape Sheets – Tues, 3/13 11-1 / 1-4
Set Up/Hanging–Wed, 3/14 8-11 /11-1 / 1-3 / 3-5
Set Up/Hanging – Thurs, 3/15 9-11 / 11-1 / 1-4
Preview Party - Thurs, 3/15 4-6 / 6-8 / 8-9:30
At Show – Fri, 3/16 10-12:30 / 12:30–3/ 3-5
At Show – Sat, 3/17 10-12:30 / 12:30–3/ 3-5
At Show – Sun, 3/18 10-12 / 12-2 / 2-4
Take Down / Return to Storage– Sun, 3/18 4-8

I am willing to work _____ hours.
I am willing to come to the fairgrounds _____ day(s).
I can work back to back shifts with no lunch break Yes / No
I can climb ladders. Yes / No
I can do heavy lifting. Yes / No
I can bring someone to help with heavy lifting. Yes / No
For: Set Up/Take Down/Help with storage. Name: _____
I can stand/walk around during my shift. Yes / No
List any Committees you are already working with.

_____

Rank your Job Preference: 1=Highest Preference 2=Willing to do 3=Will do as needed 0=Won't do

Sitting Jobs							
	Front tables (F/Sa/Su)		**Staffing (W/Th/F/Sa/Su)**		**Raffle Sales (F/Sa/Su)**		**Preview Party Raffle Sales (Th, 6-9)**
	Security (Th/F/Sa/Su)		**Membership (F/Sa/Su)**		**Memorabilia Table (F/Sa/Su)**		**Preview Party Front Table (Th, 5:30-8)**
	Stuff Programs(Th)		**Comm. Svc Quilter (F/Sa/Su)**		**Other, as needed**		
Physical / Heavy Lifting Jobs							
	Storage Load/Unload (Tu 10-12)		**Check In – Runner (W, 8-10)**		**Check Out – Runner (Su, 4-7)**		**Take Down Show (Su, 4-8)**
	Set up, Site/Equipment (Tu. 11-1, W,Th)		**Hanging-On Ladder /Set Up (W/Th)**		**Merchant Mall Set Up (W, 11-1)**		**Take Down – QA Pole Runner/Bundler(Su)**
	Sheet Sorter/Draper (Tu, 1-4)		**Hanging-Holding /Set up (W/Th)**				**Take Down –Go to Storage (Su, 5-8)**
Moving / Standing Jobs							
	Check In – Sorter (W, 8-10)		**Preview Party Set up(Th, 4-6)**		**Preview Party Hostess(Th, 6-9)**		**Preview Party Clean Up(Th, 8-10)**
	Check In – Verifier (W, 8-10)		**Security (ThPrvParty/F/Sa/Su)**		**Hostess (F/Sa/Su)**		**Check Out – Verifier(Su)**
	Signs Set Up(Th)		**Quilts to Go (Th/F/Sa/Su)**		**Vendor Relief(F/Sa/Su)**		**Check Out – Sorter(Su)**
	Library Book Sales (F/Sa/Su)		**Community Service – Greeter (F/Sa/Su)**		**Floater(F/Sa/Su)**		**Signs Take Down(Su)**
Jobs Prior to Show							
	Staffing		**Drop off Supply assembly**		**Publicity Help**		**Other, as needed**

Note: Only jobs being filled by Staffing are listed in preference ranking