

## Quilt Show Entry Quilt Sales Procedure

1. To identify quilts that will be offered for sale at the quilt show by individual members a checkbox will be added to the quilt entry form. The member checks the box if they would like to offer their quilt for sale.
2. An additional column will be added to the quilt show spreadsheet so it can be listed with other show entry data.
3. Member will review the sale ticket listing price and entry number once they arrive at quilt check in. Sale tag will be affixed to the entry quilt tag.
4. The member wishing to sell their quilt will bring the completed copy of their claim check to be filed at quilt check in. When a quilt is sold the claim check will be given to the buyer who will pick up their purchased quilt at the quilt show check out.
5. The same spreadsheet that was used at check in will be reused at checkout if a quilt has been purchased it will be highlighted on the spreadsheet with the new owners name and phone number added to the spreadsheet after the sale.
6. When a customer inquiries about a sale the white glove volunteer will escort the customer to the admissions table to make a purchase. The admissions table will handle the member quilt sales. Purchaser will receive the claim check that was submitted by the quilt maker. Once the transaction is complete the sale tag will be updated to a thank you for your purchase tag that the purchaser will complete. The volunteer will return the tag to the sold quilt in the show. This will be the signal to the quilt maker that their quilt was sold.
7. New owners will pick up their purchased quilt at show take down pickup between 3:30pm-4:30 pm.  
Claim check must be presented to obtain the purchased quilt. Quilt maker will check to see if their quilt was sold. Quilter will receive payment from the guild at quilt pickup.
8. Guild Treasurer will prepare payment check at the end of the show for members to receive at quilt pickup.

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Quilt Show Meeting Agenda 7/8/2024

1. Member quilt entry sales
2. Table count for rental estimates
3. Rack cards design completed
4. Getting guidelines for show entry, entry document, & vendor agreement loaded to website.

5. Opportunity quilt for quilt show progress report.