

VALLEY QUILTERS GUILD

FAIR BOOTH COMMITTEE POLICIES

GENERAL DESCRIPTION OF THE COMMITTEE:

The committee usually starts to meet in February or March to organize and complete kits for members. Kit distribution usually starts at the VQG membership meeting in April, and Sew for Fair at the Open Sew in April. For the months of April through August, the committee staffs a table at the guild meetings for kit check out and take-in of all donated items.

Deadline for contributions and kit completion is usually the August guild meeting, with pricing usually done at the August Open Sew.

The committee then organizes booth-cleaning, repair/paint as necessary, and sets a date for merchandising and set up of the booth for opening day. This includes coordinating with the Gaming committee for hanging the raffle quilt.

The Booth Coordinator, Committee Chair and Volunteer Coordinator aide in daily running of the booth.

Takedown of the booth usually happens within the week after Fair end-date, Labor Day. Remaining merchandise is inventoried and stored for the next year. Booth is secured for moving and storage.

A sales report is made after the fair closes, coordinating with the Treasurer and presented to the Board of Directors (hereinafter, the Board) and the Valley Quilters Guild membership (hereinafter, the membership). A wrap up meeting is held in September to look at our accomplishments and brainstorm for the next year.

GENERAL COMMITTEE RESPONSIBILITIES:

1. Collect quilt-related donations from members of the guild.
2. Organize and distribute kits to members for completion.
3. Inventory and assign numbers and prices to all inventory items.
4. Track sales and inventory value. Make reports to the Board and membership when appropriate.
5. Maintain the physical booth used at the Alaska State Fair (hereinafter, the Fair), including pre-Fair cleaning, repair and painting when necessary.
6. Organize the booth and merchandise for sales prior to Fair opening day.
7. Recruit and organize volunteers to staff the booth during all hours that the Fair is open. Oversee sales of inventory and raffle tickets and deposit funds on a nightly basis. Merchandise and raffle ticket sales must be reported to the Treasurer and Gaming Committee Chair on a nightly basis.
8. Organize and keep up to date a volunteer binder with all instructions and forms necessary for merchandise and raffle ticket sales. Provide training to volunteers as needed.
9. Communicate with the Fair, assure that relevant contracts are signed and fees paid on time.

10. Contract with a commercial mover to move the booth into place and return to storage. Be sure the pertinent fees are paid on time.
11. Prepare a budget to be submitted to the Board and subsequently the membership.
12. Prepare a year-end Income and Expense report for the entire year and present it to the Board and membership.

DUTIES OF THE COMMITTEE MEMBERS:

Attend meetings as much as possible and participate in planning and brainstorming of ideas for the committee.

Volunteer to help in one or more of the variety of aspects of running the booth, i.e., manning the table at guild meetings, clean the booth, help with take down, volunteer for one of the specific job positions, etc.

SPECIFIC JOBS WITHIN THE COMMITTEE:

Take In and inventory person:

This person coordinates and tracks all inventory brought in. This includes keeping a spreadsheet of each item description and size, donor, date received, kit number, if appropriate and price. Each item is assigned an Item Number and value is recorded, if known.

She/he will set up a table at membership meetings to check out kits and receive all donated items.

Reports are prepared throughout the collection time, which track the number of items and value of the inventory. Final Pre-Fair Inventory report is prepared after pricing, when total value of inventory is known.

Reports include, but are not limited to:

Take-In report – Monthly, during the summer. Names how many of each item is on hand and value of merchandise at the time.

Final Pre-Fair Inventory – includes all items and pricing

Post-Fair Inventory Report – number of individual items sold and remaining on hand.

Post-Fair Income and expense – these figures are coordinated with the Treasurer and then reported to the committee, Board and members.

During the Fair, the Take-in person receives the “Guild Forms” envelope from the Booth Coordinator every day, after the fair closes. She/he then sorts the Inventory and Kit Control forms and matches them to the Daily Sales report, reconciling inventory sold and sales figures. From there, the Inventory forms are used to record their sale on the Working Inventory file for that year. Sold price and date are recorded. This keeps the inventory items, current value and sales up-to-date.

Raffle ticket sales are reported to the Gaming Committee Chair on a daily basis.

Total post-Fair sales figures are coordinated with Treasurer, reconciled and reported to the Board and membership.

Volunteer coordinator: this person signs up volunteers to work in the booth. They recruit people to work the booth at meetings and through social media, email and phone, when appropriate. There are two volunteers per shift, two shifts per day. Coordinator will track the schedule and communicate with volunteers, including reminders before their shift.

Coordinator will pick up admission and parking tickets from the fair, coordinating with the Committee Chair and the Treasurer. It's best to pick up tickets as soon as the Fair vendor office is open, usually in the first week of August.

Coordinator then distributes the tickets, parking passes and appropriate shift instructions to the volunteers.

Complete instructions are included in "Instructions for Fair Booth Volunteer Coordinator"

Booth coordinator: This person is the go-to person for booth volunteers to call when something is needed, i.e., supplies, questions, etc. Each day, she/he picks up the Guild Forms envelope from the previous day and takes it to the Take-in person.

Booth Coordinator also assigns an item number to merchandise donated and received during the Fair, sets the price and lists the item on the inventory sheet. She/he communicates this to the Take-in person.

Pricing subcommittee: this subcommittee only meets once to price items outside of kits, i.e., donated quilts, wall hangings, table runners, etc. One person will be from the membership at large.

The Pricing Subcommittee sets all prices, (with the exception of those set by Booth Coordinator during the Fair) and booth volunteers are not allowed to negotiate with buyers. If a legitimate question arises, the volunteer is to call the Committee Chair for clarification. As the Fair progresses, if items are not selling, the Committee Chair or a designee only can change prices.

When an item is donated, the member is given an opportunity to name a price. However, if that item does not sell by half way through the fair, the committee reserves the right to change the price. Donated items become the property of the Valley Quilters Guild.

Merchandising subcommittee: This group sets up the booth for sales, arranging all items in an attractive manner. One person is in charge and directs the display. This usually happens one or two days before opening day of the Fair.

Other positions and subcommittees may be formed as needed. The Committee Chair will oversee their formation and ask for volunteers to fill the position(s).

DUTIES OF THE COMMITTEE CHAIR:

The Committee Chair or a designee may perform these duties.

1. Call meetings and work parties.
2. Correspond with the Fair and be sure all pertinent paperwork is filed, with appropriate signatures.
3. Inventory supplies and order new supplies at the beginning of each year.

4. Approve all expenditures by committee members.
5. Track income and expenditures, being sure to stay within the budget.
6. Prepare financial reports, i.e., Income and Expense report after Fair and at year's end.
7. Prepare and submit a budget to the committee, and subsequently, the board and membership for approval.
8. Recruit, appoint and oversee performance of specific jobs positions.
9. Contract with a commercial mover for booth moving, to and from selling site.
10. Be responsible for updating "The Binder" every year. Provide all administrative supplies for the binder and for running the booth, i.e., forms, envelopes, instructions, etc.,
11. Attend membership meetings and report to the membership as needed.
11. Attend Board meetings and report to the Board when necessary.

GENERAL RULES:

All committee expenditures must be approved and signed by the Committee Chair before being submitted to the Treasurer for payment or reimbursement.

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Sales transactions will be by cash or credit/debit card from the general public. Checks will be accepted from guild members only.

Raffle ticket sales are cash only.

Procedures for working in the booth are spelled out in "The Binder".

Only members are allowed to work in the booth.

9/16/2020 MLH and Fair Committee
Approved by Committee and Board 9/17/20