

## Raffle Quilt Construction Committee

### 1) **General duties for all standing committees:**

See "General Duties for All Standing Committees" document

### 2) **Raffle Quilt Committee job description:**

- a) The chairman of the Raffle Quilt committee will be selected by the **June** meeting for the following year.
- b) Construction of the quilt shall include:
  - i) Design quilt:
    - (1) Make design/color/fabric decisions based on wide public appeal.
    - (2) Statement of permission should be obtained if using a commercial pattern.
  - ii) Construct quilt top:
    - (1) Top may be constructed by one or more guild members.
    - (2) Block kits may be distributed to members.
    - (3) Top may be constructed as a group.
  - iii) Plan quilting design
    - (1) Hand quilting
      - (a) Mark quilting design, if necessary
      - (b) Layer & baste quilt (unless being quilted by a long-arm quilter).
      - (c) Put together quilting kit that includes quilting directions, thread, etc.
      - (d) Supervise quilting of individuals or quilting bees
    - (2) Machine quilting
      - (a) Plan quilting design with machine quilter
      - (b) Provide backing and thread (if necessary)
    - (3) Bind quilt
    - (4) Apply label
      - (a) Include information:
        - (i) Quilt name
        - (ii) Name of pattern
        - (iii) Statement of permission
        - (iv) Maker's name(s)
        - (v) Quilter's name(s)
        - (vi) Year
        - (vii) Name of Guild
    - (5) Apply a temporary sleeve for hanging.
    - (6) Reveal the Raffle Quilt at the JUNE Gems meeting
  - iv) Make sure the quilt is available for display at the August Gems Quilt Show.
    - (1) Fill out entry form for quilt show.
    - (2) Arrange for display stand, if necessary.
  - v) Coordinate with other committees.
    - (1) Raffle Quilt Ticket chair
      - (a) Provide information for tickets.
      - (b) Make quilt available for pictures.
      - (c) Arrange for delivery of quilt to Raffle Quilt Ticket chair
    - (2) Workshop chair for use of display stand
    - (3) Guild Merchandise chair for design of quilt show pin (By April)
    - (4) Quilt Show chair for publicity (photos and information)
    - (5) Quilt Show chair for ribbons
    - (6) Website coordinator for photos and information

Reviewed/Revised: November 2016