Facilities Committee

Chair: _____

Establishes event location, estimated attendance, number of classrooms needed and estimate price. Prepares signage to direct attendees to classrooms, vendors, lunchroom, etc. Ensures sufficient tables and chairs, extension cords, irons and ironing boards are available to support activities. Irons and ironing boards will be stationed in the halls outside the classrooms to cut down on in-classroom ironing stations required.

Potential Members of the Committee:

Your thoughts and questions:

Vendors Committee

Chair: _____

Committee will identify location for vendors at the Symposium site and recommend participating vendors to include the total number. Vendors will pay a registration fee – less than the Quilt show because their peak times will be focused on 8-9 a.m., lunchtime and 4-6 p.m. prior to the evening speaker with slower sales during class times. Vendors will be provided one free lunch; additional lunches for vendor staff will be charged. Vendors will be charged $50 for their space.

Potential Members of the Committee:

Your thoughts and questions:

Registration Committee

Chair: _____

Maintains registrant database, recording class assignments according to date/time received and preference stated on registration form. Classes will be first-come, first-served; class assignment will be fair and without favoritism. Provides a copy of the database (both populated and unpopulated) to the Planning Group Chair and CoChair to be included in the pass-on files and biweekly reports (more frequently closer to the event) for status updates. Works closely with the Classes/Evening Guest Speaker Committee. In the event that a complaint arises regarding class assignment, a meeting of the Registration Committee will resolve the issue based on the date/time of paid registration. Registration will advise participating Symposium members of their assigned classes as soon as they are designated in the database and the class is determined to be a go. This will enable evaluation in the event of any complaint. The Committee will be represented at Guild meetings during the registration period to enable signups. The Committee will work together the day of the Symposium, arriving at the site by 7:30 a.m. to set up. The Committee will resolve any new class assignment issues that arise during registration the day of the event. The Committee will recommend a schedule for roll out of registration to members, then to other guilds and nonmembers.

Potential Members of the Committee:

Your thoughts and questions:

Budget Committee

Chair: _____

Sets fees for classes; the fees must cover the cost of the class including the cost of the teacher. We will include the lunch cost in the fee. Teachers may have a kit fee or supply/pattern fee specific to the class that will be collected in the classroom by a class helper, and provided directly to the teacher. Approves teacher fees, signed contracts, researches other options for expenses, and monitors budget and expenditures. _____ will be the signatory for all contracts.

Potential Members of the Committee:

Your thoughts and questions:

Cleanup Committee

Chair: _____

Checks the classrooms after the event to make sure nothing of the attendees or the Guild is left behind. We will pay a custodial fee so actual cleaning of the rooms is not involved.

Potential Members of the Committee:

Your thoughts and questions:

Door Prize Committee

Chair: _____

Committee will recommend whether or not to give door prizes. If door prizes will be given, _____ has a list of quilt product manufacturers to request donations from. Letters will be sent out on Guild letterhead to these. We will also have letters for the committees to take to local quilt shops and fabric stores to request donations. Guild bees and members will be asked to contribute door prizes/baskets.

Potential Members of the Committee:

Your thoughts and questions:

Hospitality Committee

Chair: _____

This Committee will be responsible for coordinating refreshments during the day and for the evening dessert to be served with Show and Tell. Responsible for asking Guild members to provide cookies, other snacks and drinks. Coordinates with local caterer to provide lunch and gets approval from the Budget Committee on lunch cost. Vendors can order lunches at cost for requirements over the single lunch included as part of their Vendor Contract. Ensures lunches will be available on time on the date of the event (i.e., calls in advance of the event to ensure everything is on track for delivery.) Ensures water and or tea is available for evening. Develops proposed budget for supplies in addition to the lunches.

Potential Members of the Committee:

Your thoughts and questions:

Publicity Committee

Chair: _____

This Committee is responsible for publicizing the Symposium through Guild emails, contact with other area guilds and quilt shops, articles for the newsletter and other advertising such as newspaper articles or an ad in the Country Register newspaper (Al ads should be routed to the Symposium Chair (Linda Odell) before sending out. We will contact the "Happening in the Community" notices for local newspapers, Facebook and other social media. Other options include sending out flyers and other notices. We want to have flyers ready for Mid-Atlantic. Produces the Symposium Brochure with registration form, class information and supply lists from Class Committee, costs from budget and Hospitality Committees (lunches).

Potential Members of the Committee:

Your thoughts and questions:

Classes/Program Speaker

Chair: _____

Obtains class teachers and supporting information and works closely with registration. Committee will periodically check with scheduled instructors to ensure class offerings are on track and teacher is prepared to arrive on time to teach (i.e., correct number of patters, participant list, etc.) We will offer homestays for out-of-town teachers to keep costs down. Designate class helper for reach class to assist teachers and collect any applicable kit/supply fees.

Evening guest speaker will also be asked to teach one of the classes offered during the day to maximize our investment, which may be a significant portion of our budget.

Potential Members of the Committee:

Your thoughts and questions:

Welcome Committee

Chair: _____

This Committee is responsible for making participant nametags, preparing welcome bags/boxes. The Committee will have to be at the Symposium site by 7:30 a.m. the day of the event to set up with the registration desk. Nametags are sewing themed and handmade. Welcome bags/boxes will be determined by corporate and Guild/Bee Donations. At a minimum, there will be a map, event schedule, classroom listing, pen or pencil, and a mini note pad for note taking. We will be asking for Bees and anyone who wants to provide some goods to put towards the welcome packets.

Potential Members of the Committee:

Your thoughts and questions: