

Fort Bragg Quilt Show - List of Tasks/Dates/Responsibilities
By Category

9/17/2022

	A	B	C	D	E
1	Task	Category	Person Responsible	Deadline	Status
2	Determine dates		n/a	June 24 - 25, 2023	Done
3	Select Chairperson - Paula P		Committee	7/1/2022	Done
4	Select Treasurer - Sharon Lau		Committee	7/1/2022	Done
5	Select secretary		Committee	7/1/2022	
6					
7	Determine venue and submit facility request	Administration	Sharon Lau	7/15/2022	Done
8	Select theme for 2024 - Around the Block	Administration	Committee	8/1/2022	Done
9	Post show info on website	Administration	Sharon L.	1/1/2023	
10	Check supplies - wristbands, name badges, table cloths	Administration		1/1/2023	
11	Get seed money for gate, opp quilts, raffle baskets, OWQ	Administration	Treasurer - Sharon L	6/20/2023	
12	Photograph quilt show	Administration		6/24/2023	
13	Wash sheets	Administration		7/1/2023	
14	Wash white gloves	Administration		7/1/2023	
15	Post Quilt Show photos to website	Administration	Sharon L.	7/15/2023	
16					
17	Create and order postcards	Advertising	Sharon L.	1/1/2023	
18	Create and order posters	Advertising	Sharon L.	3/1/2023	
19	Article about quilt walk	Advertising		5/1/2023	
20	Order road signs	Advertising		5/1/2023	
21	Article about opportunity quilts	Advertising		5/15/2023	
22	Contact places to advertise show (websites, radio stations, etc.)	Advertising		5/15/2023	
23	Article about featured artist	Advertising		5/15/2023	
24	Put up sandwich boards	Advertising		6/10/2023	
25	Put up yard signs	Advertising		6/10/2023	
26	Put up telephone pole signs	Advertising		6/23/2023	
27	Take down sandwich boards	Advertising		6/25/2023	
28	Take down telephone pole signs	Advertising		6/25/2023	
29	Take down yard signs	Advertising		6/25/2023	
30					
31	Create challenge packets	Challenge	Sew 'n Sew	6/15/2022	Done
32					
33	Communications		Sharon Lau		
34	Create next year's FBQS logo and letterhead	Clerical	Sharon L.	9/1/2022	
35					
36	Schedule demos	Demos	Carole Poma	3/1/2023	
37	Make demo signs for foyer	Demos	Carole Poma	6/1/2023	
38					
39					

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1	Task	Category	Person Responsible	Deadline	Status
40					
41	Create entry form on website	Entries	Sharon L.	4/15/2023	
42	Prepare entry spreadsheet	Entries	Sharon L.	6/5/2023	
43	by size	Entries	Sharon L.	6/5/2023	
44	to be judged and by category	Entries	Sharon L.	6/5/2023	
45	for sale	Entries	Sharon L.	6/5/2023	
46	alpha by quilter name	Entries	Sharon L.	6/5/2023	
47	by number	Entries	Sharon L.	6/5/2023	
48	Program pages	Entries	Sharon L.	6/5/2023	
49	Merge and print signs for show quilts	Entries	Sharon L.	6/15/2023	
50	Make and print for sale signs and receipts	Entries	Sharon L.	6/15/2023	
51	Make quilter's envelopes	Entries	Sharon L.	6/15/2023	
52	Print "this quilt was shown at" labels	Entries	Sharon L.	6/15/2023	
53	Print A-Z signs	Entries	Sharon L.	6/15/2023	
54	Print A-L, M-Z signs	Entries	Sharon L.	6/15/2023	
55	Merge and print judging form	Entries	Sharon L.	6/22/2023	
56					
57	Select featured artist - Carole Poma	Featured Artist	Committee	8/17/2022	Done
58	Send featured artist letter	Featured Artist	Committee	10/15/2022	
59	Order featured artist plaque	Featured Artist	Sharon L	4/1/2023	
60					
61	Contact potential judges	Judge	Sharon L.	11/1/2022	
62	Send judge contract	Judge	Sharon L.	12/1/2022	
63	Judge quilts	Judge	Sharon L.	6/23/2023	
64					
65	Determine opportunity quilt display schedule	Opportunity Quilt	Linda M. - Admin	Throughout the year	
66	Select opportunity quilt pattern for following year	Opportunity Quilt	OWQ	9/1/2022	
67	Organize opportunity quilt teams	Opportunity Quilt	OWQ	9/1/2022	
68	Make opportunity quilts	Opportunity Quilt	OWQ	8/15/2022	Done
69	Photograph opportunity quilts	Opportunity Quilt	Sharon L.	9/15/2022	Done
70	Print opportunity quilt tickets	Opportunity Quilt	Sharon L.	9/15/2022	Done
71	Post opportunity quilt info on website	Opportunity Quilt	Sharon L.	9/15/2022	
72	Create opportunity quilt poster	Opportunity Quilt	Sharon L.	1/1/2023	
73	Get raffle permit	Opportunity Quilt	Sharon Lau	10/1/2022	
74	Select opportunity quilt pattern for 2024	Opportunity Quilt	OWQ	9/1/2022	Done
75	Organize opportunity quilt teams 2024	Opportunity Quilt	Sharon L Kathy m &	10/1/2022	Done
76	Make opportunity quilts 2024	Opportunity Quilt	OWQ	10/1/2022	
77	Get opportunity quilts quilted 2024	Opportunity Quilt	OWQ	7/1/2022	
78	2024 patterns permissions	Opportunity Quilt	Sharon L	9/10/2022	Done

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79					
80	Collect books to sell at OWQ booth	OWQ		Not for 2023 show	Done
81					
82	Create and order pins	Pin	Sharon L.	3/1/2023	
83					
84	Program - Welcome	Program	Sharon L.	6/1/2023	
85	Program - Featured artist	Program	Sharon L.	6/1/2023	
86	Program - Ads	Program		6/1/2023	
87	Program - Sponsors	Program		6/1/2023	
88	Program - Thank you	Program		6/1/2023	
89	Program - Quilt List	Program	Sharon L.	6/5/2023	
90	Submit program to Mendo Litho for printing proof copy	Program	Sharon L.	6/6/2023	
91	Get viewer's choice ballots printed	Program	Sharon L.	6/6/2023	
92	Submit request to Mendo Litho for final printing	Program	Sharon L.	6/15/2023	
93					
94	Determine quilt walk theme (if appropriate)	Quilt Walk	Committee	9/7/2022	
95	Prepare quilt walk forms	Quilt Walk	Sharon L.	1/15/2023	
96	Prepare ad forms	Quilt Walk	Sharon L.	3/15/2022	
97	Develop list of quilt walk merchants	Quilt Walk	Sherry & Kathy Mc	3/15/2022	
98	Talk to merchants about quilt walk	Quilt Walk		4/15/2022	
99	Sell ads and get ad copy	Quilt Walk		4/15/2022	
100	Create Quilt Walk program	Quilt Walk	Sharon L.	5/10/2022	
101	Make Quilt Walk signs for merchant doors	Quilt Walk	Sharon L.	5/15/2022	
102	Set date for hanging library quilts	Quilt Walk		5/15/2022	
103	Set date for hanging hospital quilts	Quilt Walk		5/15/2022	
104	Make Quilt Walk signs for quilts	Quilt Walk	Sharon L.	5/15/2022	
105	Print Quilt Walk program	Quilt Walk	Sharon L.	5/15/2022	
106	Deliver Quilt Walk quilts and Quilt Walk programs	Quilt Walk		5/26/2022	
107	Hang library quilts	Quilt Walk		5/26/2022	
108	Hang hospital quilts	Quilt Walk		5/26/2022	
109	Distribute/hang merchant Quilt Walk quilts	Quilt Walk		5/26/2022	
110	Take down library quilts	Quilt Walk		7/6/2022	
111	Take down hospital quilts	Quilt Walk		7/6/2022	
112	Pick up merchant quilts	Quilt Walk		7/6/2022	
113					
114	Order show ribbons	Ribbons		3/15/2023	
115					
116	Service Committee display at show	service	Grace Van Doren	6/22 - 6/23/2023	
117					

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118	Create quilt map with frame sizes	Set Up	Sharon L.	6/15/2023	
119	Determine vendor locations	Set Up		6/15/2023	
120	Determine featured artist location	Set Up		6/15/2023	
121	Hang quilts	Set Up		6/23/2023	
122	Take down quilts	Set Up		6/25/2023	
123					
124	Develop potential list of sponsors	Sponsor	Martin	11/1/2022	
125	Write sponsor letters	Sponsor		11/15/2022	
126	Prepare sponsor forms	Sponsor		11/15/2022	
127	Follow up on sponsor letters	Sponsor		2/1/2023	
128					
129	Confirm Space Available for Vendors	Vendor	Tracy S	9/7/2022	
130	Write vendor letters	Vendor	Tracy S	11/1/2022	
131	Send Show information emails to the Vendors to confirm; complete Vendor Layout map	Vendor	Tracy S	12/1/2022	
132	Confirm vendors for Hall Area 4-5x10 foot spaces or 3 5x15 spaces	Vendor	Tracy S	1/1/2023	
133	Confirm vendors for Auditorium 1-10x10 foot space, 1-10x20 foot space	Vendor	Tracy S	1/1/2023	
134	Send reminder emails to the Vendors to confirm set up day/time	Vendor	Tracy S	5/26/2023	
135	Assist Vendors set up and break down	Vendor	Tracy S	6/24/2023	
136					
137	Determine VIP judges	VIP		4/1/2023	
138	Write VIP judge letters	VIP		5/10/2023	
139	Follow up on VIP judge letters	VIP		6/1/2023	
140	Make VIP judge ribbons	VIP	Sharon L.	6/1/2023	
141	Remind VIP judges	VIP		6/15/2023	
142					
143	Create volunteer sign-up spreadsheet	Volunteers	Sharon Rowan	10/15/2023	
144	Get volunteers to sign up	Volunteers	Sharon Rowan	1/15/2023	