

**Special Events Coordinator****Supersedes**

Original - Standard Operating Procedure for Special Events Coordinator

Current Chairperson

Lynne Kampe – Since Quilt Year 2016/2017

Job Description

The Special Events Coordinates schedules, maintains and executes all monetary transactions for classes and special events for the Guild. Responsible for maintaining any assigned budget targets.

The Special Events Coordinator a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Retreats - Planning

Item	Action
1.	Six months to a year prior to the intended retreat, contact the facility where the retreat will be held. Discussions with the site's Group Sales rep should include the contract for the use of the facility, rooms, and meals.
2.	Six months prior to the scheduled retreat provide membership with dates, location, and costs for the retreat. Provide article to Newsletter Chairperson with specifics of the event.
3.	Establish and publish date when the sign-up is open. The retreat will have 40 openings. All applicants after the 40 has been met will be added to the Waiting List in the order their application was received based on the post-mark.
4.	Solicit volunteer(s) to: <ul style="list-style-type: none"> • Make name tags. • Bring cutting mats, iron/ironing boards and risers.
5.	Finalize roommate combinations.
6.	Thirty-five days prior to the retreat start date ensure that all monies have been submitted and recorded. Provide monies to Treasurer.
7.	Thirty days prior to the retreat start date, contact the facility's Group Sales rep with: <ul style="list-style-type: none"> • Count/Room Assignments • Special dietary requirements.
8.	90 days prior to the retreat start date, ask local vendor if they want to come to retreat to sell their wares.

QUILT SHOW CHAIRPERSON

	Item	Action
<i>During the Retreat</i>	9.	Obtain from the Treasurer two checks: <ul style="list-style-type: none"> • Final payment to retreat center. • Deposit for next retreat.
	10.	Be the first to arrive and check in with the front desk. Ensure that the sewing room is set up prior to members entering.
	11.	Keep attendance as members arrive.
	12.	Once the majority of members have arrived make the following announcements: <ul style="list-style-type: none"> • Schedule of meals. • Any facility requirements • Check out time. • Dates for next retreat.
	13.	Ensure that the doors to the sewing room are locked at night and opened in the morning.
	14.	Pay the facility. Give receipt to Treasurer upon your return.
	15.	Check the sewing room for any items left behind.
<i>Tickets</i>	16.	Be the last to leave on Sunday afternoon.
	17.	Provides and distributes tickets for raffle quilts for Quilt Show and Quilt Bingo. Provides and distributes admission tickets for the Quilt Bingo.
<i>Classes</i>	18.	
	19.	Coordinate attendance list with Program Chairperson. Collect payments for classes.

**Previous
Chairperson**