

Quilt Check-In and Check-Out Volunteer Job Descriptions

Quilt Check-In Desk:

- Check to assure there is a sleeve and label on each quilt
- Write layout number on quilt label and receipt
- When accepting judged quilts, the paper label must be folded so that the name of the quilter is not visible and any other identifying labeling on the quilt needs to be obscured (ie with blue painter's tape)
- Give receipt to the quilter reminding them that this needs to be brought back to retrieve their quilt/s
- Fold quilt so that the paper label is up
- This is a sit down job.

Quilt Check-In Runner

- After desk check-in is complete, receive quilt from desk person and take quilt to the staging area
- Place quilt in staging area in order of the layout number or as directed
- This job requires walking and carrying quilts with minimal bending/twisting to place quilts on tables.

Quilt Check-Out Desk

- Get the envelopes from the judging coordinator and have them in alpha order so that they can be returned when the quilts are picked up.
- Accept the receipt from the quilter.
- Your assigned runner will locate and obtain the quilts
- Assure all quilts and any ribbons are present
- Quilts and large envelope are given to quilter
- Have the quilter sign the card that she/he has taken the quilt/s when the quilt(s) are returned to the quilter.
- This is a sit down job.

Quilt Check-Out Runner

- Accept quilts from the floor
- Place them folded in the correct spot (by last name) with labels facing up so they can be easily read
- Verify that the correct number of quilts are in each spot
- If there were Ribbons awarded, assure they are with the quilt(s)
- After the Desk person has the quilter's receipt, locate and obtain the quilts
- Present quilts to the desk person and the quilter.
- This job requires walking and carrying quilts with minimal bending/twisting to place & remove quilts on & from tables.

To get more information or for questions please contact: Susan Spicer, cell #916-955-2545 or email her at sue4407@sbcglobal.net.