

# Volunteer Sign-Up

APNQ is a volunteer organization.  
We need your help!



Without the assistance of the many wonderful people who volunteer, Quiltfest would not be possible. Volunteering can be as involved as helping with hanging quilts or as brief but necessary as covering a 2-hour hostess shift. Come join in the fun and be a 2008 Quiltfest Volunteer.

**Volunteers receive free personal admission to Quiltfest.**

## Volunteer Opportunities 2008

(Consult our website for Job Descriptions: [www.apnq.org](http://www.apnq.org))

**Hanging:**  Thursday, August 7 - 8:30am - 4:30 pm

**Awards Celebration & Show Preview:**  Thursday, August 7 - 4pm - 8 pm

**Hostess:** Please check day(s) and time(s)

Friday, Aug 8

10am -12 pm

12pm - 2pm

2pm - 4pm

4pm - 6pm

Saturday, Aug 9

10am -12 pm

12pm - 2pm

2pm - 4pm

4pm - 6pm

Sunday, Aug 10

10am -12 pm

12pm - 2:30pm

2:30pm - 5pm

### Registration or

#### Membership Desk

Friday, Aug 8

Saturday, Aug 9

Sunday, Aug 10

Please check day(s)

9 am -1 pm

9 am -1 pm

9 am -1 pm

and time(s).

1 pm - 5 pm

1 pm - 5 pm

1 pm - 5pm

**Gala/Auction:**  Saturday, Aug 9 - 3 pm - 10 pm

**Takedown:**  Sunday, Aug 10 - 5 pm - 9 pm

**Quilt Return:**  Sunday, Aug 10 - 4:30 pm - 9:30 pm

Monday, Aug 11 - 9 am - 5pm

**Pre-Quiltfest Office Tasks**  Slots are available weekdays between 10 am - 7 pm

We can use your help with an assortment of administrative tasks.

NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROV.: \_\_\_\_\_ ZIP/PC: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Please return this form to: **Volunteers**

**APNQ**

**PO Box 924**

**Bellevue WA 98009-0924**

**If you prefer, please email:**

**[info@apnq.org](mailto:info@apnq.org) with your information.**

Yes! \_\_\_\_\_ I want to receive email updates on Quiltfest 2008 show news. In order for you to do so I have supplied you with my current email address above and I have added [info@apnq.org](mailto:info@apnq.org) in my email address book.

## **Volunteer Job Descriptions – Quiltfest 2008**

Anyone may volunteer for these positions; it is not necessary to be an APNQ member. Non-members receive non-transferable free admission to Quiltfest on the day they volunteer. (Those who work on Thursday and Monday for Hanging, Awards and Return will receive a ticket to use on another day.)

### **Hanging - Thursday, Aug 7 – 8:30 am to 4:30 pm**

This is physical work involving moving up and down on a ladder. You need to wear comfortable clothes and shoes. One of the best parts of the job is being able to handle the beautiful quilts and see them close up. The day is satisfying and productive; the entire process will be completed from start to finish before your eyes. Good news note to those who have helped in the past: the pipe and drape hanging equipment will be completely installed by the show decorator and the quilts will already be at the convention center this year.

### **Awards Celebration & Show Preview - Thursday, Aug 7**

We'll need help from approximately 4 pm to 8 pm. We'll need help with light duty set-up details as well as hostess positions during the show preview.

### **Hostess - Friday, Aug 8 thru Sunday August 10**

Your job is to be our eyes and ears in the quilt display area for a 2 to 2-1/2 hour shift. We ask you to politely remind viewers to refrain from touching the quilts, take food and beverage out to the lobby, and similar quilt security issues. You'll answer questions from a provided "cheat sheet" (Where is the restroom? How many quilts are there? Where do I turn in my Viewers Choice ballot?) If you don't know the answer you'll refer them to the Quiltfest information desk in the lobby. Essentially all of the hostess jobs require standing.

Our new location at the Washington State Convention & Trade Center will require hostess posted at various locations to guide attendees to the exhibit hall, lecture and workshop rooms etc. A few sit-down positions may be available, please inquire and make special arrangements.

### **Gala Dinner/Auction – Saturday August 9 - 3 pm to 10 pm**

The "Gala" is the highlight of Quiltfest. Enjoy being part of this festive evening. All jobs require you to be on the move – you must be willing to be active – on your feet for the entire fun event. Snacks and beverages will be provided to keep your energy up. There are a number of jobs available, please contact the office for more information, (425) 558-1983 or email: [info@apnq.org](mailto:info@apnq.org).

### **Membership Check-In – Friday, Saturday, Sunday – Aug 8 thru 10**

This job involves welcoming our members with a big smile, verifying their membership status from a list provided, and issuing their wristband. APNQ Members receive free entry to Quiltfest all three days. To receive their 3-day wristband, they check-in at the Membership desk in the registration area in the lobby. You will also assist with signing up new members and renewing expired ones. You will be assisting our long-time membership coordinator who will show you the ropes. (There are two shifts per day.)

### **Take Down - Sunday August 10 – 5 pm to 8 pm**

Each quilt has a specific box, which is clearly labeled, that it needs to be placed in. First, the boxes will be moved from storage to the exhibit hall. Each quilt will be taken down, loosely folded and placed in the proper box. (The box has a photograph of the quilt for identification.) The boxes are then brought to the Quilt Return room and placed along the wall according to return shipping method. There will be plenty of time, plenty of help, and no need to rush. This is a physical job requiring moving up and down a ladder. The quilts need to be handled carefully and we need to be very mindful of security during this time. All quilts must go to the Return room to be signed for and released. No one will be taking quilts directly from the display rooms.

### **Quilt Return - Sunday August 10, 4:30 to 9:30 pm and/or Monday August 11, 9 am to 5 pm**

You will work in teams of two. Each team will handle a quilt from start to finish. There will be a checklist to ensure that all required paperwork and other items are included in the correct box, with the correct quilt. If the quilt is being picked up, the quiltmaker will verify and inspect the quilt. If it is being shipped, you will carefully pack the quilt and seal the box, complete the shipping paperwork and place it in a designated area.

This is careful work requiring attention to detail and it is fairly physical. It is also satisfying and productive. By Monday afternoon, the entire process will be completed from start to finish. There will be very little time to look at the quilts you are handling. For this reason, you must plan to attend the show on Friday, Saturday or Sunday to view the quilts at your leisure.