

Lodi Valley Quilt Academy

Date: Tuesday, May 9, 2017

Location: Cattail Retreat, W9110 Cty Rd CS, Poynette, WI

Time: 7:00 pm

- I. Review 2017 results/report cards
- II. Interest in new committee members
- III. Initial planning for 2018

Chairperson (10 months per year/1-2 hrs per meeting/additional hours as need for issues)

- Set date and facilitate monthly committee meetings (or as needed)
- Troubleshoot all committees as needed
- Review and authorize all expenses
- Review and approve final copy of brochure
- Present Academy to Guild and other public options as needed
- Keep guild board informed of Academy progress
- MC day of Academy
- Academy liaison for vendors/school/public/guild

Administrative (2) (10 months per year/ 1-2 hours per meeting/.5 hr per month for emails, guild meeting before even, day of)

- Arrange meeting locations
- Take/distribute notes of the meetings
- Send emails on meeting updates/reminders
- Annual quilt challenge for Academy

Student Benefits (3) (mtgs each month, Jan-Academy, 1 week prior to event more hours, day of)

- Collect donations from guild members
- Solicit and secure donations from industry partners and community
- Package prizes
- Set up display (verify supplies, ticket buckets, balloons, tables, etc)

Registration (2) (mtgs each month, Dec – Mar, day of event)

- Excel & Work skills required
- Collect registrations from mail box
- Enter student info into spreadsheet
- Merge data to personalized student forms, schedules, tickets, name tags, etc
- Evaluate class size and assign students to create an even distribution of students/class
- Organize stuffing of student folders
- Set up and oversee day of Academy for student registration (tables, totes, banners)
- Be available to troubleshoot student questions day of Academy

Advertising (1) (10 mnths, Sept-Dec & 4 wks prior to event, day of)

- Graphic/computer design skills recommended
- Create/edit annual Academy brochure
- Arrange all printing, ie brochures, folder labels, student programs, door prize tickets, etc to meet deadlines
- Maintain and place direction signs for Academy

Vendors (2) (10 months, Sept – Oct, 2 wks prior, evening before event, day of)

- Contact and secure vendors/teachers - recommend classes
- Collect class descriptions for brochure timely
- Walk-through of school prior to event
- Arrange rental of tables for vendors/Academy
- Set up gym for vendors
- Arrange classroom assignments
- Communicate with school for use and classrooms allowed, secure access
- Arrange door prizes from vendors

Food (4) (1 month prior to event, Friday night, day of)

- Arrange all aspects of food for the day of Academy
 - o Breakfast: coffee & Donuts
 - o Lunch
 - o Order lunch bags
- Arrange access to the school kitchen and fully understand the rules surrounding the use of the facility
- Set up and clean-up of food service
- Supply each instructor with bottle of water day of Academy
- Arrange post Academy thank you dinner