

UQG QUILT SHOW HANDBOOK – BOUTIQUE

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Document History

Revision #	Revision Date	Revised By	Notes
Creation	3/3/2026	Marina Gill, Gretchen Conway	Original set of documentation
#1	3/12/2026	Marina Gill	Included Prior Chair and Committee Members, updated numbering
#2	3/25/2026	Marina Gill, Gretchen Conway	Wordsmithing, grammar

1 – Overview

The Boutique is comprised of items made by our guild members that are donated for sale at the Quilt Show as well as the Azalea Festival and any markets that the guild attends. The proceeds from the sale of these items go to support workshops that guild holds throughout the year as well as the retreat that is held in the years opposing the quilt show.

2 - Roles & Responsibilities

Role	Responsibilities
Chairperson	☐ Request contributions from guild members ☐ Gather donated items from guild members ☐ Along with Show chair, find space to store donated items from guild members before the show ☐ Recruit 2 to 3 committee members to assist with Boutique ☐ Work with committee members to price items not priced by donators ☐ Keep and maintain an inventory of donated items ☐ Update inventory when items are sold at the Azalea Festival or other markets ☐ Need to understand where the boutique will be located at the quilt show location ☐ Try to inventory what was sold at quilt show ☐ Need to know how many tables will be allocated for Boutique ☐ Post pictures of donated items on Facebook ☐ Show members at guild meetings, items that have been donated ☐ Man the Boutique booth

	☐ Ensure there is coverage at the Boutique booth for hours open during both days of the quilt show ☐ Transport all items to quilt show location on day of show ☐ Setup items morning of quilt show ☐ Take down at end of 2nd day, pack away any unsold items for next event
Committee Members (2 to 3)	☐ Help inventory incoming donations ☐ Assist with pricing donations ☐ Transport all items to quilt show location on day of show ☐ Setup items morning of quilt show ☐ Man Boutique booth all open hours during both days of the quilt show ☐ Assist with displaying all items ☐ Assist with re-organizing displays as items are sold ☐ Take down at end of 2nd day, pack away any unsold items for next event

3 – Assumptions

- Guild members can pick up material at the Hagood Community Center to use in making their donated items
- September guild meeting is deadline for donating items. All donations after this can be donated by notifying Boutique Chair

4 – Dependencies

Dependency	Description
Donations	Boutique is 100% dependent on donated items

5 – Materials Needed

Material	Obtained FROM	Obtained BY
Black Tablecloths	Show Chair or President of Guild	Boutique Chair
Baskets and display paraphernalia	Guild members	Boutique committee

6 – Inputs & Outputs

INPUTS: *(Not Applicable)*

Item	Provided By	Provided To
	•	•
	•	•

OUTPUTS:

Item	• Provided By	• Provided To
Facebook postings	• Boutique Chair	• Facebook
Photos of displayed items	• Boutique Chair	•
	•	•
	•	•
	•	•

7 – Key Milestones/Timeline

Timeline	Key Milestone
January	☐ Start requesting items from guild members ☐ Continue to request items every month at the monthly guild meetings up to August meeting
April	☐ Start itemizing inventory ☐ Determine what to provide for the Azalea Festival ☐ Maintain inventory checklist of items donated and items provided for Azalea Festival or other markets

Timeline	Key Milestone
Sep	☐ Bring all donated items to September guild meeting with pricing ☐ Additional items can be donated after September by notifying Boutique Chair
	☐

8 – Policies

Topic	Policy
Discount on day 2	Items are typically discounted on second day afternoon by 50%
Discount on day 2	If members do not want their donated items discounted on day 2, they are responsible for retrieving their items from the boutique
Unsold Items on day 2	Members wanting their items that did not sell must pick them up by 4pm on day 2. Otherwise items will be kept for future sales

9 – Lessons Learned/Future Improvement Opportunities

- Items that sell
 - **Clemson** items – anything Clemson
 - Christmas items (table runners, placemats, tree skirts)
 - Christmas ornaments were not a big hit for the 2025 show
 - Floor Turtles were a big hit for the 2025 show
 - Notebook covers
 - Tablet covers
 - Table runners
 - Pillows
 - Bags

- Donated quilts

10 – Outside Vendors (NA)

Show Year	Vendor Name/Contact Name, Number, Email	Notes

11 – Prior Chair and Committee Members

Year	Members	Role
2025	Gretchen Conway Marjorie Imperatrice Charlie MCGallagher	Chair Committee Member Committee Member

12– Budget (NA)

Line Items	Cost

13 - Key Artifacts (Appendices)

Artifact Name	Appendix
Inventory Form	A
Display	B

Upcountry Quilters Guild Quilt Show Handbook Boutique (Rev. 3-25-26)

BOUTIQUE INVENTORY																			
2027 QUILT SHOW																			
#	ITEM	DONATIONS by MONTH								Price Range	OUT to MARKETS by MONTH								Total Available for Show
		Mar	Apr	May	Jun	Jul	Aug	Sep	Total		Apr	May	Jun	Jul	Aug	Sep	Total		
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
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26																			
27																			
28																			
29																			
30																			
31																			
32																			
	Total	0	0	0	0	0	0	0	0	13		3	2	0	0	0	0	5	