

UQG QUILT SHOW HANDBOOK – FLOAT STAFF

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Document History

Revision #	Revision Date	Revised By	Notes
Creation	3/19/2026	Marina Gill, Kris VaReken	<ul style="list-style-type: none">• This is the original set of documentation
#1	3/25/2026	Marina Gill, Kris VaReken	<ul style="list-style-type: none">• Updated information on dependencies for volunteers
			<ul style="list-style-type: none">•
			<ul style="list-style-type: none">•
			<ul style="list-style-type: none">•

1 – Overview

The Float Staff “Floaters” provide support during the quilt show. They fill in for people at the various booths and areas of the quilt show when other guild members need a break or are short handed or have a rush of customers. The Floaters do not have assigned work, they help make the quilt show run as smoothly as possible

2 - Roles & Responsibilities

Role	Responsibilities
Chairperson	<ul style="list-style-type: none"><input type="checkbox"/> Request volunteers for each day of the quilt show<input type="checkbox"/> Send out reminders to those who have volunteered in the month and/or days leading up to the quilt show<input type="checkbox"/> Stay in contact with various areas of the quilt show to understand when they need backup or additional support<input type="checkbox"/> Guide the Floaters to the areas where additional support and help is needed

3 – Assumptions

- Volunteers can and are willing to work any area of the quilt show for as long as they are needed

4 – Dependencies

Dependency	Description
Volunteers	<p>Several volunteers are needed throughout the entirety of each day of the quilt show. Any one volunteer does not need to spend the entire day or both days at the quilt show. Volunteers can sign up for a full or partial day. Must have adequate cover at all times for the entirety of the quilt show. Most people do commit to an entire day to serve.</p>

5 – Materials Needed (N/A)

Material	Obtained FROM	Obtained BY

6 – Inputs & Outputs (N/A)

INPUTS:

Item	Provided By	Provided To
	•	•

OUTPUTS:

Item	• Provided By	• Provided To
	•	•

7 – Key Milestones/Timeline

Timeline (When, ie: 3 months before the show, 2 weeks prior, during, after, etc.)	Key Milestone
3 months prior to show	<input type="checkbox"/> Setup sign-up sheets for volunteers for all areas
1 month prior to show	<input type="checkbox"/> Email reminders to all those who volunteered as Floaters reminding them of the day they volunteered
1 week before quilt show	<input type="checkbox"/> Email reminders to all those who volunteered as Floaters reminding them of the day they volunteered

8 – Policies (N/A)

Topic	Policy

9 – Lessons Learned/Future Improvement Opportunities

- Test ability to use credit card before quilt show. If possible, do a test run to ensure that the mechanism using for credit cards is working properly

10 – External Vendors (N/A)

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

11 – Prior Chair and Committee Members

Year	Members	Role
2025	Kris VanReeken	Chair

12 – Budget (N/A)

Line Items	Cost

13 - Key Artifacts (Appendices)

Artifact Name	Appendix
Volunteer Sign-Up document	A
	B