

# UQG QUILT SHOW HANDBOOK – KITCHEN

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## Document History

Revision #	Revision Date	Revised By	Notes
Creation	2/20/2026	Marina Gill, Nancy Swanner	<ul style="list-style-type: none"> <li>This is the original set of documentation</li> </ul>
#1	3/12/2026	Marina Gill	<ul style="list-style-type: none"> <li>Added Prior Chair and Committee Member section, updated TOC</li> </ul>
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## 1 – Overview

Provide food not only for all the guild members, but also for all the vendors who participate in the show. Goal is to provide breakfast and lunch along with snacks and drinks for all.

## 2 – Roles & Responsibilities

Role	Responsibilities
Chairperson	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with Show Chair after decision is made on facility for quilt show to determine kitchen availability</li> <li><input type="checkbox"/> Determine what food can reasonably have based on kitchen accommodations at facility where quilt show will take place</li> <li><input type="checkbox"/> Create sign-up sheets for guild members to volunteer food and drinks to bring each day of quilt show</li> <li><input type="checkbox"/> Contact hospitality chair for paper supplies</li> <li><input type="checkbox"/> Ensure there are sufficient paper supplies for each day of the quilt show</li> <li><input type="checkbox"/> Create sign-up sheet for guild members to man kitchen during quilt show</li> <li><input type="checkbox"/> Circulate sign-up sheet to guild members for food</li> <li><input type="checkbox"/> Circulate sign-up sheet to guild members for kitchen maintenance</li> </ul>
Co-Chair	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with Kitchen Chair on type of food that facility where quilt show will take place can accommodate</li> <li><input type="checkbox"/> Help maintain kitchen during the quilt show</li> </ul>

### 3 – Assumptions

- Assume that facility that will house the quilt show will have some type of kitchen facility
- If facility does not have any type of kitchen that can be used, need to work with Show Chair to develop a plan for having food available
  - This may require food trucks on premises or some other alternative to provide food

### 4 – Dependencies

Dependency	Description
Adequate Kitchen	Some type of kitchen available at facility housing quilt show Basic minimum, outlets in which to plug in crockpots and make coffee
Volunteers	Need volunteers to provide food and drink for each day of quilt show, both breakfast and lunch  Need volunteers to sign-up to man kitchen. This to include making coffee, ensuring food is at proper temperature (hot food is kept hot, cold food is kept cold) sufficient supplies and clean up after each meal time

### 5 – Materials Needed

Material	Obtained FROM	Obtained BY
Paper supplies	Hospitality Chair/Guild	Kitchen Chair
Drinks	Hospitality Chair/Guild Or need to purchase items	Kitchen Chair

## 6 – Inputs & Outputs (NA)

### 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
1 month prior	<input type="checkbox"/> Inform guild members that will need volunteers for food for both meals each day of the quilt show <input type="checkbox"/> Inform guild members that will need volunteers for help in maintaining the kitchen
2 to 3 weeks prior	<input type="checkbox"/> Circulate sign-up sheets for food for each meal for each day of quilt show <input type="checkbox"/> Circulate sign-up sheets for volunteers to maintain kitchen for both meals for each day of the quilt show
	<input type="checkbox"/>

## 8 – Policies (NA)

Topic	Policy

## 9 – Lessons Learned/Future Improvement Opportunities

- More variety for breakfast items. Need more than sweets for breakfast, if possible. May be limited by accommodations of facility

## 10 – Outside Vendors (NA)

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

## 11 – Prior Chair and Committee Members

Show Year	Members	Role
2025	Nancy Swanner Cathy Coster, Margaret Campbell	Chair Committee Members

## 12 – Budget (NA)

Line Items	Cost

## 13 - Key Artifacts (Appendices)

Artifact Name	Appendix
Sign-up sheet for food and drink	A
Sign0up sheet for volunteers to maintain kitchen	B

APPENDIX A – Food & Drink Sign-Up

# FOOD & DRINK SIGN-UP

Day1	AM/BREAKFAST Item	Name	Phone#
<b>DRINKS</b>			
1			
2			
3			
4			
<b>FOOD</b>			
1			
2			
3			
4			
5			
6			
Day1	PM/LUNCH Item	Person	Phone #
<b>DRINKS</b>			
1			
2			
3			
4			
<b>FOOD</b>			
1			
2			
3			
4			
5			
6			
Day2	AM/BEAKFAST item	Name	Phone#
<b>DRINKS</b>			
1			
2			

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3			
4			
<b>FOOD</b>			
1			
2			
3			
4			
5			
6			

Day2	PM/LUNCH item	Name	Phone#
<b>DRINKS</b>			
1			
2			
3			
4			
<b>FOOD</b>			
1			
2			
3			
4			
5			
6			