

## UQG QUILT SHOW HANDBOOK – SECOND TIME AROUND

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## Document History

Revision #	Revision Date	Revised By	Notes
Creation	3/9/2026	Marina Gill, Kay McKinney, Edith Page, Pam Jones	<ul style="list-style-type: none"> <li>Original set of documentation</li> </ul>
#1	3/16/2026	Kay McKinney, Edith Page	<ul style="list-style-type: none"> <li>Update wording</li> </ul>
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## 1 – Overview

The Second Time Around relies on donations from guild members to sell at our quilt shows. Donations can range from any sewing related items to any craft related items including but not limited to knitting, cross stitch, embroidery, fabric, yarn needles, books, magazines and so much more. All proceeds go into our general fund to support programs and workshops.

## 2 - Roles & Responsibilities

Role	Responsibilities
Chairperson	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recruit 3 to 4 committee members to assist with preparing donated items for the quilt show</li> <li><input type="checkbox"/> Coordinate meeting times with committee members</li> <li><input type="checkbox"/> Chair and committee members work closely together for all activities preparing for the quilt show and during the quilt show</li> <li><input type="checkbox"/> Work with committee members to finalize pricing for various categories of items</li> <li><input type="checkbox"/> Publish pricing chart for all guild members to use to price their donations</li> <li><input type="checkbox"/> Set a definitive deadline for all donations</li> <li><input type="checkbox"/> Work with committee members to organize all items</li> <li><input type="checkbox"/> Ensure all donated items are usable (items do not smell, not damaged in any way)</li> <li><input type="checkbox"/> Work with committee members to ensure all donated items have price tags</li> <li><input type="checkbox"/> Work with committee members to iron all panels</li> <li><input type="checkbox"/> Work with committee members to make posters for title of store</li> <li><input type="checkbox"/> Work with committee members to make other posters for</li> </ul>

	<p>various items on tables</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with committee members to determine how items will be displayed at quilt show</li> <li><input type="checkbox"/> Determine how many tables required to display item</li> <li><input type="checkbox"/> Recruit 3 to 4 volunteers to assist setting up, manning the booth and assist with take down and boxing up unsold items for charities</li> <li><input type="checkbox"/> Responsible for working with treasurer for change required to start each day</li> <li><input type="checkbox"/> Responsible for counting and turning in money at the end of each day of quilt show</li> <li><input type="checkbox"/> Recruit members to take all unsold items to various charities</li> <li><input type="checkbox"/> Recruit help to transport donations from storage to location of quilt show on prep day (usually one day before quilt show)</li> </ul>
Committee Members	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work closely with Chairperson on all things related to Second Time Around</li> </ul>

### 3 – Assumptions

- Space to store all donations
- Adequate space to analyze, sort, price and organize all donations in preparation for the show
- Box all items by price this will help when setting up items for show. All same priced items within the different categories will be placed together on tables
- Organize table by items and price

### 4 – Dependencies

Dependency	Description
Storage facility for donations	Require storage space that will house all donations that are collected. Will need to house all donations up till day before quilt show
Donations	Second Time Around is fully dependent on donations from guild members

Space to sort donations	Adequate space to look through all donations to sort, ensure all items are priced and organize donations into categories. This is required before the show to ensure setup for the show can be smooth and have all items appropriately organized and presented to customers
Tables	Adequate tables to properly display all donated items at the quilt show. Also dependent upon the quantity of donations received as to how many tables will be required
Transporting donations	Will require help transporting donations from storage facility to quilt show location
Volunteers at show	Volunteers are needed for the following <ul style="list-style-type: none"> <li>• Setup day before show</li> <li>• Assist during the show</li> <li>• Take down at end of the show and box unsold items</li> <li>• Deliver unsold items to various charities</li> </ul>

## 5 – Materials Needed

Material	Obtained FROM	Obtained BY
Racks to hang panels	Show Chair or guild members	Chair
Hangers to hang panels	Show Chair or guild members	Chair
Table Cloths ( <i>if white tables may not need Table Cloths</i> )	Show Chair or guild members	Chair

Storage boxes ( <i>Ingles boxes or plastic totes to house items until show and to transport items to show</i> )	Chair, committee members, guild members	Chair
Poster Board	Chair	Chair and committee members
Markers and Masking Tape	Chair/Treasurer	Chair and committee members
Adding Machines (2) and adding machine tape	Show Chair	Chair and committee members

## 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
January	<input type="checkbox"/> Present at guild meeting need for donated items

**Upcountry Quilters Guild Quilt Show Handbook Second Time Around (Rev. 3-16-26)**

<b>Timeline</b> (When, ie: 3 months before the show, 2 weeks prior, during, after, etc.)	<b>Key Milestone</b>
March	<input type="checkbox"/> Start collecting donations from guild members at guild meetings and/or Hagood Community Center
May	<input type="checkbox"/> Start analyzing, organizing, pricing and boxing donations <input type="checkbox"/> Will require several meetings for all committee members up through day before quilt show. Committee members will determine when and how often they meet to organize donations
Every month	<input type="checkbox"/> Every month collect donations from guild members <input type="checkbox"/> Every month committee will organize donations preparing them for the quilt show
30 days Prior to quilt show	<input type="checkbox"/> Donation deadline <input type="checkbox"/> Committee will need time for final review, sorting, pricing, organizing and boxing of all donations to get ready for quilt show <input type="checkbox"/> Develop plan of how to display items at quilt show
Day before show	<input type="checkbox"/> Coordinate with volunteers to transport all items to quilt show <input type="checkbox"/> Committee sets up tables (tables clothes if needed) <input type="checkbox"/> Organize items on tables, racks and bins <input type="checkbox"/> Setup all poster boards <input type="checkbox"/> Work with additional volunteers to assist with setup (provide direction on where and how items should be displayed)
Day of Show	<input type="checkbox"/> Ensure there is coverage at all times during the show
End of Show	<input type="checkbox"/> All items not sold by end of 2 <sup>nd</sup> day are boxed up for charity <input type="checkbox"/> Need volunteers to assist with take down/end of show clean up <input type="checkbox"/> Need volunteers to deliver items to various charities (ReCraft, Dream Center etc) <input type="checkbox"/> Guild members need to identify any other charities they wish to donate unsold items to
	<input type="checkbox"/>

## 8 – Policies

Topic	Policy
Fabric Donations	All donations of fabric should be measured, measurement indicated on masking tape placed on fabric. Price should also be included on masking tape. Please refer to pricing chart published by committee
Antique items	Guild members donating antiques items should include price on each item. If unsure of price collaborate with Committee This includes antique quilts and/or quilt tops
Donations	Guild members should organize donations by like items For example all fabric should be organized by size of fabric, yardage, quarter, half yards.
Notions	Guild members should provide price for notions. Price should be half of the price found online for notion, unless it is determined it should be less than half price
Machines	Guild members should provide price range for all machines donated, If unsure, collaborate with committee on pricing
Large donations	If there is a large donation, inform committee so they can prepare for work required to prep items. Committee is aware of difficulty of pricing each item individually for large donations. Committee will work with large donations as required
Donations Returned to donator	If a guild member wants their unsold donation back – that donation goes to the Boutique
Checks	Checks are not accepted, unless they have been pre-approved
Discount on day 2	Items are typically discounted on second day afternoon by 50%

Holds	Guild members cannot place items on hold until day 2 afternoon for discount
Unsold Donations	All unsold donations at the end of the quilt show are donated to various charities. In 2025 donated to Resale Store, Dream Center and ReCraft.

## 9 – Lessons Learned/Future Improvement Opportunities

- NO POLYESTER material – it does not sell
- Turn money over to Show treasurer each night.
- Set deadlines for donations prior to quilt show and inform guild members
- Guild members should measure and price all fabric donations (use masking tape to record measurement and price on fabric)
- Guild members should price all donations
- Guild members should provide information for any unusual items including pricing information or price range
- Helpful to have credit card capability. At 2025 show there were problems with credit card and were not able to accept credit cards

## 10 – Outside Vendors (N/A)

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

## 11 – Prior Chair and Committee Members

Year	Members	Role
2025	Kay McKinney	Chair
2025	Edith Page, Pam Jones	Committee Members

## 12 – Budget (N/A)

Line Items	Cost

### 13 - Key Artifacts (Appendices)

Artifact Name	Appendix
Price Chart	A

**APPENDIX A – Price Chart**

UpCountry Quilters Guild 2025 Quilt Show Second Time Around Price

**Fabric**

<b>Item</b>	<b>Price</b>
Fat Quarter or ¼ Yard	\$.50
½ Yard	\$1
¾ Yard	\$1.50
Yard (per yard)	\$2
Jelly Roll (depending on quality)	\$5 to \$10
Panels	\$3
Small Panels (depending on size)	\$.50 to \$2
Panel Pillows (per pillow)	\$.50
Vest (vest panel)	\$1
Bias Tape unopened	\$1
Bias Tape opened	\$.50
Fill a bag of scraps	\$1
Fabric Kits (depending on size of kit)	\$5 to \$25

**Other Items**

<b>Item</b>	<b>Price</b>
Magazines (per magazine)	\$.25
Books	Up to \$5
Roller Cart	\$5
Shelving Unit	\$5 to \$10
Notions – should be 50% of original or retail price	