LOW COST – NO COST PROGRAMS

1. Take slide pictures of quilters sewing rooms. Do a "Seamy Side" slide show at guild.
2. U.F.O. auction—also include books, magazines, fabric, notions, etc.
3. Round Robins – show and tell at future meeting.
4. Sew on "love quilts" or other community project.
5. Have mini demos by guild members.
6. Trunk show by featured members.
7. Exchange "show & tell" with sister guild.
8. Quilt-O (like Bingo)—winners win donated quilting prizes.
9. May baskets—decorate at home & put in a dessert—exchange numbers.
10. Members bring first (or worst) quilt and latest quilt.
11. Ugly fabric exchange.
12. Library fund table with donated items from members.
13. Favorite quilting tool – show and share.
14. Prizes for the biggest stash.
15. "Shop Hop" follow up; or Paducah reports.
16. Batter-Up -- a discussion on batting basics.
17. Potlucks for Christmas, etc.
18. Shop-n-Swap – guild members selling their own products.
19. Show and tell of oldest U.F.O.'s.
20. Sewing machine maintenance.
21. Common blunders and mishaps.
22. Current books on the market.
23. Do a guild challenge quilt; have the participants show their quilts and vote for the most original, viewer's choice, etc.
24. From Delana Becker and Sarah Gooch of Prairie Pine Quilt Guild in Mexico, MO. Have a "Sewing Olympic Relays" game officiated by the program directors (in referee's shirts, of course.) This game pits five-member teams against each other for points in various tests of skill such as those below:
    a. Applique a leaf onto muslin. Each member of the team must sew at least 5 stitches. The first team finished wins.
    b. Each team selects a secretary and lists as many names of quilt blocks as possible in one minute. The team with the most real names wins.
    c. Needle threading—Give each team one spool of thread, and each member of the team a needle. The first team to have all of its needles threaded wins.
    d. Designing a quilt block—Give each tem a marking pen, straight edge, a 10" square of muslin, and a heart, circle, diamond and star. The design voted the best by the whole group wins.
25. Ideas from Angela Meadows of Lansing, KS:
    a. Play "Quilt Bingo", a game customized for quilters.
    b. Do a workshop on a "show stopper" from the Show and Tell time.
    c. Make Shop Hop bags to use when fabric shopping.
    d. Make a vest out of jeans.
    e. Have a "longest" and "most" UFOs contest and swap.
    f. On guild day/night, tour the homes of those who own a long-arm quilting machine.
    g. Have a "Wrap It Up" night for members to bring unfinished projects and try to actually finish them.

PLANNING AND EXECUTING A QUILT SHOW

Planning and executing a quilt show is a big job that requires methodical advance preparation. Suggestions from the group included the following essentials:

- Select chairperson(s) a year in advance so committees can be formed and working long before the show date.
- Committees should keep a written record of their work to be passed onto the next chairperson.
- Recruit committee members early by circulating separate sign-up sheets for each committee at guild meetings. Compile these sheets in one notebook.
- Start the following committees nine to twelve months before the show:
  - Publicity – notify magazines, newspapers, television, other guilds, quilt shops, And print bookmarks and posters.
  - Door Prizes
  - Miniature quilts for charity
  - Vendors
  - Donation quilt
- Create other committees to handle these tasks:
  - Facility—location, floor plan, quilts racks, etc.
  - Check in and check out
  - Hanging and take down
  - Documentation – signs, flyers, labels, programs
  - Coordinator of volunteer helpers at show
  - Name tags or identification items for workers at show
  - Viewer's choice award – ballots, counting, ribbons,
  - Donation quilt tickets
  - Mini-demonstrations during show
  - Special exhibits
- Check on insurance for quilts during show. Your guild insurance policy may handle this as special event coverage. Also, the National Quilt Association used to provide information on this; so check with them.

GENERATING PARTICIPATION IN GUILDS

The following suggestions were offered to increase general participation:

- The president or committee chairs should approach individual members directly with specific requests.
- Serving on a committee should be a requirement of membership in a guild.
- Guilds could institute mentoring for new members.

Ideas for improving participation at shows were offered:

- Appoint a coordinator for short-term projects.
- Break tasks into smaller steps and circulate a sign-up sheet at each meeting.
- Instead of choosing a chairperson first, form a group first and let it choose its leader.

Members came up with clever ideas for new twists **on Block-of-the-Month projects:**

- As an incentive to participants, have a drawing for a prize (such as the blocks themselves) for those who contribute a block.
- Award a "finished project pin" for each block.
- A 12-month, 12_quiloter round robin block exchange.
- Try new approaches such as themes, motifs, rows, borders, techniques, fabrics, etc.
- Demonstrate making the block at a meeting.

Another area where poor participation is troublesome and sometimes costly is **workshops.** The ideas offered in this category ranged from broader planning and promotion to procedural adjustments within each guild:

- Share a teacher/workshop with a quilt shop to increase advertising potential and lower cost.
- Use more local teachers.
- Choose a facility conducive to the workshop.
- Schedule fewer workshops overall.
- Schedule more workshops on Saturdays.
- Start promoting earlier (through HQN or other means) and set earlier registration dates for guild members.
- Open workshops and promote them to non-members as early as possible.
- Display finished samples for upcoming workshops at every meeting.
- Give supply list after participant pays the class fee.
- To encourage those quilters who do not join workshops because they have too many unfinished projects, create a charity project from the blocks made in workshops.
- Techniques workshops have been successful for participants who already have too many UFOs. Demonstrations that require no supplies have been getting a good turn out. It cost less and usually has a larger group of participants.

Suggestions **on how to find new people to be officers** in the guild in order to stop the "musical chairs" syndrome:

- The President should have served on the board before.
- Each officer or committee chair has a two-year commitment with the officer-elect assisting for the first year while learning.
- The membership form should include a committee sign-up section indicating interests, thus providing the chairpersons a pool of interested volunteers.
- Being active in committees helps groom people for officer positions.
- Have a nominating committee that is not part of the board. Some guilds even elect these people during their annual election. This committee would keep an ongoing list of potential officers. They should be sensitive to the fact that some might not want a position now but could work in the future, or would be willing to take another job.
- Program and workshop committees are a big responsibility. In larger guilds, it was suggested to have a separate chairperson for each job that would coordinate together.
- Outgoing officers need to coordinate with incoming officers to be sure they have the information they need.
- Look to the small groups in the guild for guidance and help.

WELCOMING NEW MEMBERS TO THE GUILD

- Schedule a time away from the guild meeting to have a coffee, tea, lunch, or dinner.
- Invite them several months before via the newsletter, announcements at meeting, etc.
- Have each officer and committee chair explain their work.
- Discuss guild terminology, such as opportunity quilts, retreats, bees, charity quilts, etc.
- Make sure each new member has a copy of directory, by-laws, and operating procedures.
- Have the membership committee make personal contact and introduce them.
- List in the newsletter and maybe have a “bio”.
- Or, introduce them at guild meetings and ask to tell about themselves.
- If the guild has a special pattern for nametags, have it available.
- Have the new member wear a special badge that others could recognize.
- Follow up after several meetings.
- Invite them to join “bee” or small groups.
- Have a group project to get them involved.

STRENGTHENING GUILD PARTICIPATION THROUGH SMALL GROUPS

Small groups can be as informal as a group of friends who get together on a regular basis because they love quilt making or they can be comprised of a group of people who have specific interests, such as crazy quilting, machine quilting, foundation paper piecing, charity quilts, appliqué, etc.

What are the advantages of a small group?

- It provides a chance to meet and know other guild members on a more personal level and build strong friendships. The modern day “quilting bee.”
- Quilters can learn and share new quilt making skills and knowledge with each other, thus improving the overall workmanship of guild members.
- A small group can strengthen a guild. Members of group who hold guild offices can suggest others for candidates. As a member of a group, the person feels more comfortable accepting positions if they know other members. Sometimes a small group may volunteer as a whole for certain guild needs, such as charity quilts. Also, groups can be challenged to help with certain needs, such as items needed for the sales table at quilt shows, etc.
- This is a great way to integrate new guild members and make them feel at ease.

How does a guild create small groups?

- Create a committee or ask the education committee chairperson. If there are already some small groups, ask them to help or if they will be willing to share experiences with guild.
- Determine what the criteria of the groups will be, such as special interest or general quilting interest; experienced or beginner; etc.
- Determine how many groups there will be—start small.
- Determine whether the members of each group needs to be a member of the guild.
- How often should they meet? The more often they meet the more committed they are to the group and other members.
- Where will they meet? Meeting in each others homes is more comfortable.
- In large areas, look at geographic locations so that they members will not have to travel so far.

- How large should the groups be? Eight to ten is more comfortable and able to fit into a member's home.
- Establish a leader of each group for a one year term.
- Have each group give themselves a name.
- In the end, allow each group to decide what is best for them in the matter of how often to meet and where to meet.

Monitoring and maintaining the groups.

- There should be a permanent position in the guild for the Beekeeper. Some guilds have an Education Committee and the groups could come under it.
- This position should be responsible for the following:
  a. Communication between the board and the groups for fun activities, problems or concerns.
  b. Assisting new members of the guild by joining a small group.
  c. Conducting a yearly meeting of the group leaders.
  d. Assist in creating new groups as needed.
  e. Highlight group activities in the guild newsletter.

A SAMPLE CONTRACT

This contract is made by and between _____Quilters Guild and the following named person:

Name _____

Address _____

_____

Phone _____

Email address _____

The above named person agrees to present the following:

Lecture – Date and time _____

Place and address _____

Title _____

Duration _____

Cost _____

Workshop(s) – Date(s) and time(s) _____

Subject and title _____

Maximum number of participants _____

Cost _____

Instructor agrees to attach a supply list for workshops to this Agreement.

The _____ Quilters Guild agrees to pay the above named person the following for these services:

Lecture fee _____

Workshop(s) fee _____

Mileage _____

Airfare _____

Housing _____

Food _____

Other _____

Instructor shall provide Guild with receipts for the above expenses, if applicable. Full payment will be made at conclusion of services contracted for.

Guild agrees to provide the following equipment:

_____

_____

If instructor contracts with any other group while on the same trip, please notify _____ Quilters Guild so expenses can be shared.

Cancellation shall be by written notice no less than 30 days prior to the date of the presentation, unless in case of sickness, a death in the family, or an act of God. If cancellation is made after this date and without cause, the above named person agrees to reimburse _____ Quilters Guild all expenses it had incurred which cannot be recouped. _____ Quilters Guild may cancel this contract by written notice sent to the above named person by 30 days prior to date of presentation. The party canceling the contract shall pay any penalty for cancellation of airline tickets

Enclosed are 2 copies. Please sign both and return original to: _____

_____

Signature of Instructor_____ Date_____

Signature contracting person, _____Quilters Guild

by _____

Title _____

Phone or email _____

Date _____

Alternate _____

Quilters Guild contact person:_____

Phone _____Email _____

Address of meeting place _____

_____

GUIDELINES FOR HIRING SPEAKERS

Communication is the most important thing in dealing with speakers. Ask questions of the speaker to learn what they need and prefer. If all the details about money, transportation, accommodations, lectures, and workshops have been worked out before the speaker arrives, there are no surprises. This means that both the speaker and the guild will have a good experience.

CONTACTING THE SPEAKER

A. Contact the speaker well in advance
   1. Popular, well-known speakers need 1 year to 18 months
   2. Local speakers – several months
   3. Some guilds have a current program chairman and another program chair working on a schedule two years away. This second chair then moves to current year to follow through with people she contacted.

B. Call, write or email
   1. Tell the speaker your meeting days
      a. Offer several different dates
   2. If speaker is going to be in the area for other events
      a. Try to coordinate with other guilds or shops
      b. Can save money on sharing costs of transportation or accommodations
      c. See if it is feasible for the guild if
         1). Membership will move meeting dates
         2). Meeting place is available
   3. Tell speaker what you want – lecture(s), workshop(s), or both
   4. Ask about speakers fees
   5. Calling saves time
      a. Dates can be arranged more easily
   6. Email is great for communicating with speakers who have it.

C. To decide upon a date
   1. Set up a tentative date.
   2. Ask speaker to enter it in her calendar.
   3. Guild spokesperson should confirm as soon as possible.
   4. Date is now firm – speaker reserves date for your guild.
   5. This is now a business transaction that needs a contract.

D. Give speaker your name, address, phone number, email address, and FAX number (if you have one.)

E. Ask speaker to send list of topics and prices.
   1. Guild selects lecture and/or workshop.
   2. Guild sends contract to speaker (or fills out speaker's own contract).

CONTRACT

A. Guild contract (or speaker's contract)
   1. Send two copies and self-addressed stamped envelope.
      a. Both copies must be signed by guild representative and speaker.
      b. Both parties keep a copy.
   2. State fees clearly.
   3. Travel costs
      a. Mileage, if speaker is driving.
      b. Airfare
         1.) Guild provides an economy class ticket, not first class ticket.
         2.) Or, speaker provides own ticket (not first class) and guild repays her.
         3.) Arrange transportation to and from airport.
   4. Guilds provide food and lodging.

5. Speaker lists equipment needed.
6. Speaker may need help selling books, patterns, etc.
    a. Guild needs to decide about selling books – some do not allow that.
    b. Often, speaker will donate one book to guild library.
7. Cancel early if you must.
    a. Speaker may be able to fill that time space again.
    b. If cancellation is too close to date scheduled
        1.) Guild may have to pay all or part of speaker's fees
        2.) Communicate problem with speaker – most are understanding.

WORKSHOPS

A. Speaker sends supply list
    1. Necessary items
    2. Optional items
    3. Items supplied by speaker
    4. Guild needs to receive as early as possible.
B. Guild sets price for members to take workshop
    1. Check guild's own guidelines first.
    2. Set price so guild covers workshop costs if only three-fourths filled.
    3. Don't forget to include cost of the meeting room in the overall cost.
    4. Include cost of supplies provided by speaker, if any
        a. Valuable time will not be wasted if money is collected ahead of time.
    5. Program chair passes out or sends workshop members the supply list.
C. Speaker may want to sell books and patterns.
    1. Get guild member to help so speaker is free to answer questions.
    2. Guild can refuse.
D. Start advertising workshop a minimum of three months in advance.
E. Get meeting room reserved early, with an option to cancel if workshop does not go.
F. Some guilds give the hostess who houses speaker a free workshop.

ACCOMMODATIONS

A. Ask speaker's preference – motel or home.
B. Ask speaker if she smokes or is allergic to pets or feather pillows
C. Motel
    1. Make reservation; try to see room.
    2. Make arrangements to pay.
D. Home
    1. Private room
        a. Place to sit down beside bed
        b. Place for slides, quilts, and workshop items
    2. Private bath, if possible
        a. Or share with someone not having to leave at same time.
    3. Match hostess and speaker
        a. Smokers
        b. Ages
        c. Personalities
    4. Know hostess' home environment
        a. No dramatic or embarrassing situations for speaker
    5. Tell speaker how long it takes to get to meeting place.

TRANSPORTATION

A. Give speaker a guild contact person's name, address, phone, and email address.
   1. Needed if sudden change in plans
B. Picking up at airport
   1. Wear quilted clothing for recognition
   2. Or, make arrangements for speaker to get ground transportation to lodging.
C. If speaker is driving
   1. Give speaker good map of area
      a. Designate meeting place
      b. Designate accommodations
   2. Get mileage as soon as she arrives
D. Assign one person to care and comfort the speaker
   1. Don't use the same person to set up the meeting room.

FOOD

A. Breakfast
   1. Ask preferences – give several choices
B. Lunch
   1. After guild meeting, ask if she would like to eat out with small group of guild members
      a. Nice to include hostess and possibly board members
   2. For a workshop, ask preference – sandwich, salad, fruit, yogurt, water
   3. Before workshop ask if she wants break away from group for lunch
      a. So that she will not be "on stage" all the time
      b. She may need time to herself or with only small group
      c. Some like interchange with whole group
         1.) Sit with speaker – don't be in awe of her.
         2.) Be friendly – make her feel at east.
C. Dinner
   1. Before speaking most speakers prefer a light meal – ask preference.
   2. Only a few members should take her to dinner
      a. Try to include hostess
      b. Make it a quiet meal
      c. She may be nervous or tired
   3. Hostess may serve at home.
   4. No big potlucks unless you know she loves crowds
      a. Ask in such a way that she can refuse gracefully
   5. Don't get rushed – make sure to leave enough time to get to meeting.
   6. If someone else brings her to meeting, make arrangements to feed them.
D. After lecture
   1. Speaker may want to go out for snack or drink.

ENTERTAINMENT

A. Ask if she wants to see the sights or to rest.
   1. Give clear choices – shopping, quilt shops, local sites, etc.
   2. If she drives her own car
      a. May want to be on her own
      b. May want information about local sites
B. Give speaker time alone before lecture
   1. May need to gather her thoughts and notes
   2. May need to rest
C. Entertain her, but don't wear her out.

SETTING UP MEETING ROOM

A. Arrive early – same person should not pick up speaker and set up meeting room.
B. Make sure everything speaker needs is there
    1. Check contract – this should be written out
    2. Be sure to notify person who sets up room well in advance if something special is needed like slide projector or big room dividers.
C. Slide Show
    1. Make sure room can be darkened sufficiently.
    2. Have extension cord and extra bulb for projector.
    3. Purchase large screen and projector, if possible
        a. Most speakers use Kodak carousels
        b. Nice to have auto focus, zoom lens, and remote control
    4. Get projector centered and focused before talk.
    5. Know how to operate the projector.
D. Set up for speaker
    1. Podium with light
    2. Table for exhibits
    3. Remote cord to reach podium
    4. Glass of water
E. Ask speaker how much time she needs to set up
    1. Her equipment
    2. Hand quilts or exhibits
F. Get speaker there in plenty of time.
G. If speaker is driving in
    1. Try to save a place for her to park
    2. Have someone watching for her and welcome her.
    3. Offer to help bring in quilts and bags

MEETING

A. Don't have a long business meeting when you have a speaker.
    1. She will not be at her best after one hour of business
    2. Guild members get restless if meetings run too long.
B. Prepare a good introduction
    1. Get accurate information
    2. Sometimes speaker has a biography ready.
C. Crying and talking children are inappropriate.
    1. Disturb speaker's train of thought
    2. Whole group suffers
    3. Program chair should quietly ask mother to leave – do not expect speaker to do so.

MONEY

A. Check contract to see what was listed.
B. Show speaker your figures
    1. Let her make sure nothing is left out.
    2. Nice to have a run down of figures for her to keep.
    3. Do this in a quiet time.
C. Pay speaker before lecture, if that is a good time.
    1. She will be answering questions and talking after lecture.
D. Give photocopy of contract to guild treasurer for her records.
E. With complicated schedule where guilds are sharing expenses
    1. Do a cost breakdown of your guild's expenses

SHARING SPEAKER WITH OTHER AREA GROUPS

A. Many speakers are booking lectures or workshops one to two years in advance.
B. Check the Heartland Quilt Network directory to see when other guilds have their meetings.
    1. Contact other guilds that have meeting times close to yours.
    2. Consider going together with another guild (which means one guild will have to change time and place).
    3. Consider inviting non-guild people for $5 a person to defray cost of speaker.
    4. Call area quilt shops to see if they will sponsor workshop or book signing.
C. Sharing costs and responsibilities
    1. Airfare or mileage
        a. Split costs evenly among sponsors.
        b. Sometimes inviting guild will pay costs and then bill other guilds.
    2. Responsibilities
        a. First guild picks up speaker at airport.
        b. Last guild returns speaker to airport.
        c. Guilds share time between engagements.
            1.) Decide how to get speaker from place to place.
            2.) Speaker may have local friends where she will stay or visit.
D. Communication is vital.
    1. Contracting guild needs to set up itinerary with names and phones of all contact people; airplane schedules; lodging arrangements; meeting places and dates; title of lectures (if different ones are scheduled); title of workshops, etc.
    2. Share this with speaker and all contact people of other groups as soon as possible.
    3. Speakers who travel around the local area for a long period of time need this information for their family, office, publisher, etc.
E. Some speakers handle these arrangements themselves, and others let the guilds do it.
F. Keep in touch with speaker on regular basis until they arrive for the engagement.

SAMPLE OF BREAKDOWN OF EXPENSES WHEN SHARING SPEAKER

		Tilley Quilter
Date:		
Expenses:	Lecture	$300
	Workshop(s)	500
	Paid to speaker	$800
	Airfare ($255 divided Between 3 guilds)	85
	Motel	60
	Meals	30
	Workshop room	25
	TOTAL EXPENSES	$1,000
Earnings:	Workshop (25 members @ $25)	$625
	Guest fees (10 @ $5)	50
	TOTAL EARNINGS	$675
Total cost to Guild:		$325

THANK YOU NOTES

A. A nice touch to send thank you note.
B. Promotes good feelings after an enjoyable experience.
    1. Shows you appreciate speaker.
    2. Compliments her program/
    3. Assures lots of communication.
    4. Everyone profits
        a. Speaker will speak well of guild to other speakers.
        b. Speakers do share experiences about guilds!

This handout is based on guidelines originally prepared by NCQC (Northern California Quilt Council), a network group similar to Heartland Quilt Network.