

QUILT-IN TIMELINE

- February/March** Hold wrap-up meeting with new and old committees. New committee can select its chair to act as IQI board representative, as well as a treasurer.
- March/April** Select workshops and arrange for teachers. Set supply list deadline with teachers; request samples of their workshop pieces.
- May** Announce workshop plans at IQI meeting. Send information regarding class description and any supply lists to website manager. Show any samples at meetings as soon as available. Get pictures of samples for inclusion on website. Submit news item to Oak Leaf for June issue regarding classes, etc.
- Update registration form and provide to website manager. Costs are estimates, as Divine Word does not set room costs, etc., until late each year.
- August** Submit news items & registration form to Oak Leaf editor. Ask for form to be in September issue. *Submit reminder articles for later Oak Leaf issues.*
- September & October** Have registration forms and class samples at September & October meetings, take sign ups and deposits and keep careful records. (Comfortable maximum 58- 60.) Solicit or buy door prizes (one per attendee); plan arrival 'goody bags.'
- November** Prepare reminder letters: for each person, list workshop signups and notice of any balance due (to be paid by 1/15), request meal count and info about special dietary needs. Plan tentative room assignments, match unpaired roommates.
- December** Distribute reminder letters at potluck meeting, mail any remaining ones. Receive balance payments. Plan for irons & ironing boards.
- Prepare attendee packets with schedule, map, class supply lists & mystery quilt instructions per individual registrations, snack & equipment assignments, roommate name/s.
- January** Distribute attendee packets at member meeting, mail remaining. Pursue balances due. Two weeks before arrival date give Divine Word guest room assignments & meeting room needs, including any A/V equipment. Provide meal counts (=guarantee) and any special dietary needs by Monday before retreat Friday. Prepare goody bags & name badges, collect IQI irons & boards.

Quilt-In Dates

Arrive early (as arranged with Divine Word) to prepare for attendees. Have fun! At wrap up session Sunday morning have notes taken of discussion (to help plan the next Quilt-In) and solicit new leaders (*provide names to Member at Large*).

February

Review invoice for balance due; submit to treasurer. Sign contract for next year's dates, submit copy with request for deposit to treasurer. Keep a 2nd copy, return contract & deposit to Divine Word. Confirm dates for following year, schedule dates three years ahead. Prepare report for February Board meeting & Oak Leaf.