

## Chairperson's Planning Guide

Name of Event	AQS Daytona Show QGOTV Quilt Exhibit
Description	This Event is to manage the Quilt Exhibit at the AQS Quilt Show in Daytona Beach. The QGOTV is not in a leadership role in this event, they simply provide Quilts that are used in a special QGOTV Exhibit. The event involves coordinating the collecting, cataloguing, transporting to and from, and managing all of the loaned Quilts coming from the QGOTV.
Date of Event	February 26-29, 2020
Time of Event	All days
Location of Event	Daytona Beach Convention Center
Chairperson(s)	
Audience/Attendees	Open to the Public
Committees	N/A
Budgeted Income	\$0.00
Budgeted Expenses	\$0.00
Planned Timeline	<p>8-12 months prior –</p> <ul style="list-style-type: none"> <li>• QGOTV President responds to AQS request for QGOTV Special Exhibit.</li> </ul> <p>1-6 months prior –</p> <ul style="list-style-type: none"> <li>• Chapters are solicited (through requests to Chapter Presidents at Executive Board meetings) to loan quilts for this show.</li> </ul> <p>1 month prior –</p> <ul style="list-style-type: none"> <li>• Quilts are collected and recorded according to guidelines from AQS in preparation for the Exhibit.</li> </ul> <p>Day of Show Setup –</p> <ul style="list-style-type: none"> <li>• Quilts are transported and delivered to the Convention Center for the AQS to set up the Exhibit.</li> </ul> <p>Post Event –</p> <ul style="list-style-type: none"> <li>• Quilts are collected and transported back to The Villages.</li> <li>• Donors are notified to pick up their quilts.</li> </ul>
Guild Interfaces Required	QGOTV President – Conduit to AQS for Exhibit details.
Non-Guild interfaces Required	N/A
Non-Villages interfaces Required	N/A
Volunteers Needed	Individual to house Quilts and transport Quilts to Show.
Final Report	<p>Must include:</p> <ul style="list-style-type: none"> <li>• Planned vs. Actual Activities/Timeline</li> <li>• Budget vs. Actual Income/Expenses</li> </ul>

	<ul style="list-style-type: none"><li>• Interfaces used</li><li>• Copies of Plans (e.g. Publicity, etc.) vs. Actual</li><li>• Copies of Status reports</li><li>• Copies of all Materials used (Fliers, Forms, Advertising, notes, all supporting documentation)</li><li>• Narrative/Summary of Event Lessons Learned (what worked well, what didn't work well, recommendations for changes to be made, etc.)</li></ul>
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