

Special Events:

1. Coordinate with Vice Presidents to secure locations for Speaker/Presenters who will be providing classes when they come. The Vice Presidents will provide you with the dates and times needed.
2. Create challenges for the guild to participate in
 - a. Challenge Quilts Facebook Group is a good resource
 - b. Book purchased in 2019 (see your Special Events Bin)
 - c. QuiltCon has a challenge each year as well. (<http://quiltcon.com>)
3. Create classes and workshops for members to participate in
 - a. Beginner classes
 - b. Get togethers to work on other guild projects
 - c. Workshops on quilting tools
 - d. Workshops on techniques
4. Coordinate with local quilt shop (The Golden Needle as of 2019) to get participation from the guild
5. Plan any outings and field trips to take as part of the guild (Not the Retreat)
6. Put together Basic Sewing Supplies Kits to sell to members who attend meetings, classes, or workshops.
7. Coordinate with our Publications Committee to have events advertised properly.
8. Create Events on Facebook to help promote activities.
9. Coordinate with local locations to use for classes
 - a. Cape Public Library
 - b. Jackson Public Library
 - c. The Golden Needle
10. Attend board meetings and help with creating the budget for each guild year.

Budget Allocated for Special Events: 500 USD

Items You Should Receive When Taking Position:

1. Bin with extension cords for classes and workshops
2. Book with Quilt Challenges
3. Supplies that currently exist for making Basic Sewing Kits
4. Any unpurchased Basic Sewing Kits
5. Any patterns/tools specifically for special events

Notes For Attending First Board Meeting:

1. Have a schedule of events for the year.
2. The cost of hosting those events.
3. The amount you want to charge members and the amount for non-members to attend events.