

Southwest Women's Fiber Arts Collective
Silver City Fiber Arts Festival
Grant County Conference Center, 11/11 & 11/12/11

Volunteers Needed!

Contact Lynn Welsch at scfiberartsfestival@gmail.com or: cell phone: 214-681-5543

Pre Festival Setup: Thurs. 11/10: 3-6pm

- **Helpers** needed to assemble and set up quilt standards, move tables and chairs
- **Helpers** needed to mark off vendor spaces

Festival: Early Am - 7am- 10am Friday 11/11:

- **Helpers:** to hang quilts and arrange exhibits
- **Vendor Booth Locator:** help direct vendors/exhibitors to booth
- **Vendor Assistants:** help vendors unload and bring in items.
- **Sign Assistant:** help put up signs, inside and outside

Friday 11/11 and Saturday 11/12, 10am-5pm (work in 2 hour shifts)

- Greeters at the Door:
 - welcome and inform the festival is free but donations are appreciated (fundraising event for the SWFAC)
 - hand out festival show booklets and door prize tickets
 - sell tickets for the Make It and Take It Workshops and Classes
- Relief Booth Sitters: cover any booth to give vendors a break
- Silent Auction Area: monitor and explain sign up and bidding sheets
- Sales: sell raffle tickets at the raffle items area
- Sales: sell "dots" for people to buy and place on a "voting" card for favorite garment
- Sales - Festival Store: assist in selling items to attendees at the SWFAC booth
- Children's Area Helpers: assist children of all ages with pre made up fiber art projects
- Demo Area coordinators: make sure the demo area is setup and assist each presenter
- Adult Make It Take It Area: take tickets, sign in participants, and help presenter
- Adult Classes Area: sign in participants, assist the presenter as needed
- "White Glove" persons: will wear a pair of white gloves to show festival attendees the backs of quilts, etc. Help monitor the exhibit area to so work isn't touched
- Door Prize monitor: take winning door prize tickets and give out door prizes

Takedown - Sat. 11/12, from 5-7pm

Festival Take Down Helpers: fold up and move tables and chairs, take down exhibits, signs, etc.