The purpose of this notebook is to serve as a guide for the Chairperson of

Challenge Quilt

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings

This 2024 update includes two sections; Section 1. for quilt shows at locations other than the Florida Museum of History and Section 2. for Challenge Quilt rules for a Capital City Quilt Show at the Florida Museum of History (R.A. Gray building). Capital City shows were paused in 2020 because of the COVID pandemic and later for repairs to the Museum. Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Chairpersons” page.

Complete the end of year report page in October, keeping a copy in this binder and providing the chapter President with another.

Turn this notebook in to the President no later than the October guild meeting or appropriate Steering Committee meeting as required by the current guild president.

Thank you for your participation in the guild!

Previous Chairpersons

For

Challenge Quilt Committee

|  |  |  |
| --- | --- | --- |
| 2005-2006 | Dorothy Barr |  |
| 2006-2007 | Esther Weiner |  |
| 2007-2008 | Ardell McGavin |  |
| 2008-2009 | Ardell McGavin |  |
| 2009-2010 | Wendy Stone |  |
| 2010-2011 | Esther Weiner |  |
| 2011-2012 | Dawn Griffin |  |
| 2012-2013 | Martha Tilden |  |
| 2013-2014 | Deon Lewis |  |
| 2015 | Lucy Patrick |  |
| 2016 | Stephanie Guttman | Laura Keller |
| 2017 | Linda Stright | Hazel Walker |
| 2018 | Hattie Pennie |  |
| 2019 | Barbara Hoagland |  |
| 2020 | *Kelly Cohen — no annual show* |  |
| 2021 | *Kelly Cohen — no annual show* |  |
| 2022 | Kerri Cohen |  |
| 2023 | Pam Doffek |  |
| 2024 | Pam Doffek |  |
| 2025 |  |  |
| 2026 |  |  |

**Tallahassee Quilters Unlimited - Quilt Show Themes**Challenges started in 1987 – no themes mentioned, just rules

**1989** A Trip through Time

**1990** Patches of Sunshine, Pattern of Life **(**Everything Olde is New Again – Challenge theme)

**1991** Nine-Patch for the Nineties

**1992** A Colorful Land of Counterpane (Freedom of Choice – Challenge theme)

**1993** Memories Are Made of This

**1994** When You Wish Upon A Star

**1995** Threads Through Time (Green – Challenge theme)

**1996** All Things Bright & Beautiful

**1997** Everything’s Lovely in My Garden

**1998** Sing the Blues or Singin’ the Blues

**1999** When Life Gives You Scraps, Make a Quilt

**2000** Beyond the Block - A Creative Leap

**2001** An Odyssey in 3−D

**2002** From Dresden Plate to Broken Dishes

**2003** Canopy Roads (featuring Contemporary & Traditional Quilts)

**2004:** Fire & Ice (featuring contrasting kinds of quilts)

**2005** Southern Exposure

**2006** What Goes Around Comes Around - 25thAnniversary Capital City Quilt Show

**2007** Our Lives in Fabric

**2008** Through the Looking Glass

**2009** From Canvas to Quilt

**2010** The Garden Party

**2011** Diamonds are a Girl’s Best Friend - 30thAnniversary Capital City Quilt Show

**Tomorrow’s** Quilts Today

**2013** Road to Florida

**2014** Starry, Starry Night

**2015** For Every Quilt There is a Season – **No Show, Museum closed**

**2016** By the Water’s Edge

**2017** Sentimental Journey 35th

**2018** Out of the Blue 36th

**2019** Autumn Reverie 37th

**2020** **No Show, Museum closed**

**2021** **No Show, Museum closed**

**2022** Jazz It Up (*Challenge was revealed even though there was no annual show*)

**2023** Metamorphosis (Transformations) (*Show at LeMoyne Arts, not Museum FL Hist*.)

**2024** Kaleidoscope of Color *(Show at NW Florida Fairgrounds, not Museum FL Hist)*

**2025** A Walk in the Woods *(Show at LeMoyne Arts, not Museum FL Hist)*

**2026** Floral Fantasy

**????** Come Fly With Me (not yet used due to cancellation of annual show in 2020 & 2021)

**????** A Ruby Celebration - 40 Years of Quilting (not yet — cancellation of annual show in 2020 & 2021)

SECTION 1. Guidelines for quilt shows not held at the Florida Museum of History

Per the Policies and Procedures, February 2024, V 5: “The Challenge Committee shall establish the rules, coordinate group purchases of materials (if any), set the criteria for voting, and award prizes for the guild’s annual quilt design challenge. (suggest removal this sentence: The challenge is related to the theme of the Annual Capital City Quilt Show” since it’s unknown when the next Capital City Quilt Show will be held at the Museum of Florida History and those procedures are maintained as Section 2 of these Guidelines)

These guidelines are written as a guideline for any Challenge Quilt event held outside the purview of the Museum of Florida History. They can be used for quilt shows organized by Quilters Unlimited at any venue, whether annual or not.

**Timing of your tasks**

Consider beginning to write the rules as soon as you have agreed to be the upcoming year's Challenge Chairperson. You may want to begin to sell the rules as early as November of the year preceding your term of office.

Typically, the Challenge quilts are revealed during the Guild meeting that immediately precedes a quilt show. Contest entrants remain anonymous and do not share their project with anyone prior to the voting. At that meeting, the members vote, votes are tallied, and winners are announced based on established categories and rules. All Challenge Quilts, complete with winning ribbons, are displayed at the show for which the theme derives.

**Writing the Rules:**

The rules of the quilt should be based on the theme of the Quilt Show where they will be displayed. A list of quilt show themes (1989-2026) is below. Future quilt show themes are selected and voted upon by the QU Steering Committee.

**Challenge Committee Guidelines**

**The Challenge Rules:**

The Challenge rules are made by the Chair within the following parameters. Wide latitude can be exercised concerning fabric, design, embellishment, provided materials, hanging devices, etc., within the following parameters:

The required challenge rules consist of the following:

* The challenge is open to all current members of the guild. Entrant may also be a Challenge Committee Chairperson or committee member.
* The Challenge Quilt is related to the theme of the quilt show where they are displayed.
* There is an entry fee to purchase Challenge Rules. The current fee is $5.00.
* Entrants remain anonymous and do not share their project with anyone prior to voting.
* If the quilt is not present at the meeting for voting by guild members, it may still be exhibited at the show in the challenge category, providing an entry form was completed by the deadline.
* Quilt must be an original design by the entrant and not be a copy of an existing work or the direct result of a class, workshop, or published pattern.
* Each entry is to be newly constructed and quilted by the entrant for that year’s quilt challenge.
	+ Quilts may be traditional, modern, art, or combinations of styles. All quilts must be new and have a quilt top, batting, and backing. Entries must have the three layers joined by some means which may include hand or machine quilting, tying or other means of fastening.
	+ A label must be sewn onto the back that includes: “Quilt Title”, Name of Quilter, 20\_\_
* An entry form for the show must be completed by the deadline. The entry form is usually posted on the guild web site under the “Quilt Shows” tab. Entry form requirements may differ show to show.
* A list of categories upon which ribbons are awarded. The chair will create the categories as well as stating if there are 1st, 2nd or 3rd place ribbons, if applicable. There is no requirement for anything other than 1st place in each designated category.
* Include a notice that failure to follow the rules, especially size, may result in disqualification of the quilt.

Rules **may** include any of the following:

* + A size limitation in any or all dimensions. Take into consideration the venue of the quilt show. For circular quilts use the diameter. If the quilt has irregular edges or items that extend from the edge, the perimeter should not exceed rules limits, including irregularities when the quilt is enclosed in a simple square or rectangle.
	+ There may be specific challenges or elements of surprise related to the theme in the rules.
	+ Techniques: Entrants are encouraged to try new techniques, which may include hand dyeing, embellishments, fabric manipulations, new ways of incorporating traditional blocks into a more modern style, photo transfer, fabric painting, etc.
	+ A hanging sleeve is optional depending on the display system at the quilt show facility. There are other ways to “hang” quilts that do not include sleeves. Consult with the Quilt Show chair for limitations and flexibility before rules are written.

**Voting and Awards/Prizes at Quilters Unlimited Meeting**

* + Voting will be held at the guild meeting preceding the show.
	+ Using printed ballots, guild members will vote on the quilts based on the categories and criteria in the rules.
	+ One quilt will not receive more than one award. If a quilt receives the most votes in two or more categories, the Challenge Committee Chairperson will look at the number of votes received by second-place quilts in those categories and determine the award recipients. The chairperson will also vote to break any ties.
	+ After voting is complete, entrants may be asked to stand by their quilts and announce their names and the titles of their quilts. If there is time, they may be asked to describe how their quilts express the theme.

Include your name and contact information as well as deadlines.

Print the rules and make copies. Place in sealed envelopes (or some other way to keep them and any enclosures “secret” and label the outside: “Challenge Quilt Rules” and the year.

This notebook contains sample rules from previous contests that you can view to assist you with writing your own. (Prior to turning in this notebook in October, be sure to add your set of rules).

**Advertising and Selling the Rules:**

Utilize the newsletter for announcements when you are ready to begin selling the rules at the guild meeting. You may also make an announcement at the meeting or set up a table with a sign at the meeting. Walking around with a basket and advertising to others during the social half-hour is another technique to sell them. Make yourself visible. Collect the $5.00 fee from members, there is no need to keep a list of purchases.

At the end of each meeting or on a monthly basis, tally the total monies received and submit these to the Treasurer or deposit them in the Guild's Bank account, with notification of the amounts to the Treasurer. It is important to deposit checks in a timely manner. Cash may be kept making change through the selling period.

**Making the Ribbons:**

There is an Expense Budget amount assigned to the Challenge, to be used for ribbons, printing, and similar items.

 You can be creative with the ribbons but may not want to start the actual construction until you have a better idea of the number that you will need. If no more than a dozen or so quilts are entered, you may wish to limit the ribbons to only first and second place or modify in some other way.

You may purchase ribbons, have another guild member make them according to your guidance, or make them yourself.

**Arranging for Prizes:**

The money collected for the sale of rules will be utilized to fund the prizes. About one month prior to the Challenge Reveal, contact the treasurer to verify that you and she have the same total for the amount collected from sales. Request a check for the total sum, using the Reimbursement Form in this notebook. You may divide the prize cash into envelopes and label or purchase gift cards as prizes.

Forms for reimbursement are in this notebook or available from the Treasurer. They are also on the Guild website, under [Membership & Organization](https://www.quilttallahassee.com/membership/) / Forms

**Collecting and Displaying the Quilts:**

The guild meeting preceding the quilt show is traditionally the program for the Challenge Quilts. This is usually the August meeting with most shows opening in late August or early September. It may vary.

A month or two before the deadline begin reminding the members of the submission and quilt show application deadlines. Do not be surprised that many members may purchase the rules but not actually complete a quilt.

For those who will be submitting a quilt, make arrangements to retrieve it from them prior to the August guild meeting to preserve the anonymity of the entrants.

Arrangements will need to be made at the Guild's meeting location to arrive well before the start of the guild meeting to hang the quilts. Get in touch with the Guild President for the information.

You may need to work out in advance how to hang the quilts, e.g., use the Guild's quilt stand for some, borrow others, use clothesline and clothespins, etc. Attach a clearly visible number to each quilt for voting purposes.

Display the rules. Some examples of how to do this include:

* Hang enlarged copies of the rules at several places around the meeting room. The idea is to reduce traffic jams near the display area.
* Decide whether or not to have the rules listed in an article in the Guild Newsletter for the month of voting in lieu of signage.

**Voting:**

At the Challenge reveal and voting meeting you will need to bring a small box of pencils, the ballots, and a couple of baskets to collect the votes. Golf pencils may be available from the Travel Coordinator as part of the Guild’s Quilto game supplies. Print ballots that have the judging categories and a space to list the viewer’s choice for the category.

Make arrangements ahead of time to have two or three members assist you with the vote tallying. Two individuals can hand out the ballots and then one person collects while two people tally the results in a back area of the meeting room. One person with the basket can serve as a runner to and from the tallying table.

Come up with a system to tally the votes before the meeting date. A sample tally sheet is included in this notebook. It can be made in Excel or other software (or by hand). The columns across the top are representative categories, from a previous challenge year, as established in the rules; tic marks in the row of the numbered quilt relate to votes for the individual category.

**Presenting the Program:**

After members have finished voting and returned to their seats, tally the votes and select the winners. When time comes on the agenda, announce the winners and present the ribbons and prize money. If time permits, ask the contest entrants to approach the podium, and, in the numbered order of the quilts, announce their name, and briefly describe their quilt including their thought process in creating it. There may not be time for everyone to do this, depending on the number of entrants, and the length of the "regular" part of the Guild Meeting.

 **Newsletter Submissions:**

Note that all submissions to the newsletter must be written exactly as they will be printed. Deadlines are posted in every newsletter at: [www.quilttallahassee.com](http://www.quilttallahassee.com)

The e-mail address for the Newsletter editor is: newsletter@quilttallahassee.com

**Website Submissions**

Website articles or dates are submitted to the website coordinator at: webcoord@quilttallahassee.com

As with newsletter articles, these are written exactly as they will be posted. Website postings can be made at any time but expect a delay in the submittal of your item until its actual appearance on the website. You can request, through the president, that urgent messages be sent via “e-mail blast”, remembering that these will only reach Guild Members who have e-mail and opted in.

Make sure that your articles provide information on how to obtain more information.

**Review of Website for Challenge Matters:**

Review all pages and posts on the Website that have references to the Challenge on a regular basis (at least monthly). This is to ensure that there are no errors, no duplications, and that the information has been published in a logical place on the Website. If you have concerns, coordinate with the Website Coordinator, specifying the page in question by its URL. If the information has changed or is out-of-date, advise the website coordinator.

**Budget:**

There is an Expense Budget amount assigned to the Challenge. This amount is used for ribbons, printing, and similar items. Costs are reasonably standard from year-to-year.

There is also a sale-of-rules Income Budget assigned, but this is a guesstimate that can be quite unreliable, as the number of people who will initially buy the rules varies widely from year to year.

 **Guild Property:**

You will have in your possession: The guild notebook for Challenge Quilt Chairperson

**General Information:**
The Guild is a Tax-Exempt organization under the provisions of 501(c)(4). Our designation as a non-profit organization affects many of the filings that must be made with the IRS and State agencies, handling of funds, and other matters. Donations to QU are not allowed as charitable deductions under federal law as we are not a 501(c)3.

**Frequently Asked Questions

Do I have to attend every guild meeting to be the Challenge Quilt Chairperson?**You will need to be present at the meetings to sell the rules. If you find that a meeting conflicts with your personal schedule, simply make arrangements for someone to fill in for you. Provide ample notice and detailed instructions to that individual.

**Do I have to attend the steering committee meetings?**Challenge Quilt Chair is considered a Support Committee (P&P,V.B.4) As such, attendance at Steering Committee meetings is *recommended* for chairpersons of Support Committees. Chairpersons of all types of committees may vote on items before the Steering Committee. Each person shall have a single vote, even if chairing more than one committee.

SECTION 2. Guidelines for a Museum Show (Capital City Quilt Show)

(NB: This section remains as written from the 2022 revision. Review it prior to the next show held at the Florida Museum of History. Consult with Guild leadership and Museum staff to update this section as appropriate. The Policies and Procedures (P&P) were completely rewritten starting in February 2024, so many references to the P&P are out of date or not applicable as written in this section. Pam Doffek, November 2024)

Per the Policies and Procedures: “The Challenge Committee shall establish the rules, coordinate group purchases of materials (if any), set the criteria for voting, and award prizes for the guild’s annual quilt design challenge. The challenge is related to the theme of the Annual Capital City Quilt Show.”

**Timing of your tasks**

Consider beginning to write the rules as soon as you have agreed to be the upcoming year's Challenge Chairperson. You may want to begin to sell the rules as early as November of the year preceding your term of office.

Typically, the Challenge quilts are revealed during the Guild meeting that immediately precedes the annual show. Contest entrants remain anonymous and do not share their project with anyone prior to the voting. At that meeting, the members vote, votes are tallied and winners are announced based on established categories and rules. All Challenge Quilts complete with winning ribbons are displayed at the Annual Capital City Quilt Show.

**Writing the Rules:**

The rules of the quilt should be based on the Annual Capital City Quilt Show theme. A complete list of quilt show themes (1989-2026) is included at the end of this document. Future quilt show themes are as follows:

2019 Autumn Reverie 37th

2020 Jazz It Up used in 2022 although there was no Capital City Show

2021 Come Fly with Me [this theme not yet used as of 2023]

2022 A Ruby Celebration (40th anniversary of quilt show) this theme will be used when the 40th show is presented, regardless of the calendar year.

2023 Metamorphosis (Transformations)-2023 Exhibit at LeMoyne Arts

2024 Floral Fantasy

2025 A Walk in the Woods

2026 Kaleidoscope of Color

**FROM: Quilters Unlimited – Policies and Procedures (November 2022)**

IX. INDIVIDUAL STANDING COMMITTEE POLICIES

**B. Challenge Committee**

1. The Challenge Quilt is related to the theme of the Annual Capital City Quilt Show.

2. Entrant Guidelines

a) The challenge is open to all current members of the guild. Entrant may also be a Challenge Committee Chairperson or committee member.

b) Entrant must pay $5.00 entry fee to purchase Challenge Rules. If rules allow two-person teams, each team member must pay $5.00.

c) There is only one entry per member. If Challenge Rules allow two-person teams, there is a limit of one entry per team.

d) Entrants remain anonymous and do not share their project with anyone prior to voting.

e) If the quilt is not present at the meeting for voting by guild members, it may still be exhibited at the Museum in the challenge category, providing an entry form was completed by the deadline.

3. Quilt Construction

a) Design: Quilt must be an original design by the entrant and not be a copy of an existing work or the direct result of a class, workshop, or published pattern.

b) Construction and quilting: Each entry is to be newly constructed and quilted by the entrant for that year’s quilt challenge.

c) Size: The sum of all sides is to be a minimum of 48 inches up to a maximum of 160 inches. If quilt is circular, it should not exceed 50 inches in diameter. If the quilt has irregular edges or items that extend from the edge, the perimeter should not exceed 160 inches, including irregularities when the quilt is enclosed in a simple square or rectangle.

d) Style: Quilt may be traditional, modern, and/or art style. All quilts must be new and have a quilt top, batting, and backing. Entries may be either machine or hand quilted, or may be tied.

e) Techniques: Entrants are encouraged to try new techniques, which may include hand dyeing, embellishments, fabric manipulations, new ways of incorporating traditional blocks into a more modern style, photo transfer, fabric painting, etc.

f) Hanging Sleeve: A four-inch hanging sleeve is required on the back to meet the requirements of hanging at the Annual Capital City Quilt Show. See directions on guild web site under the “Activities/Projects” tab in “Workshops & Lessons”.

g) Label: A label must be sewn onto the back:

“Quilt Title”
Quilters Unlimited Challenge
“theme of challenge”
Name of Quilter
Tallahassee, Florida
20\_\_

h) Completion: Quilt must be complete at time of voting by guild members at a regularly scheduled guild meeting.

i) Entry Form: An entry form for the Annual Capital City Quilt Show must be completed by the deadline. The entry form will be posted on the guild web site under the “Quilt Shows” tab. The form requires accurate quilt dimensions, a photograph of the quilt, and a short statement (50 words) describing how the entry expresses the theme. The quilt must comply with the Museum of Florida History guidelines cited below.

“The Museum of Florida History has final authority in determining what materials are acceptable for display in the Museum Gallery. Entries that contain nudity and subjects that may cause offense to certain segments of the public because they may be controversial, racist, or defamatory in character may be excluded from the Museum show. In addition, the Museum may exclude certain entries due to physical condition or inability to appropriately exhibit the piece.”

4. Specific Challenge Rules

a) The Challenge Committee creates yearly rules, which are sold for $5, and are based on the theme of the quilt show.

b) There may be specific challenges or elements of surprise related to the theme in the rules.

c) The Challenge Rules contain categories and criteria for voting.

5. Voting and Awards/Prizes at Quilters Unlimited Meeting

a) Voting will be held at the guild meeting preceding the Annual Capital City Quilt Show. Votes will be tallied by guild members who did not enter a challenge quilt.

b) Using printed ballots, guild members will vote on the quilts based on the categories and criteria in the rules.

c) One quilt will not receive more than one award. If a quilt receives the most votes in two or more categories, the Challenge Committee Chairperson will look at the number of votes received by second-place quilts in those categories and determine the award recipients. The chairperson will also vote to break any ties.

d) After voting is complete, entrants will stand by their quilts and announce their names and the titles of their quilts. If there is time, they may be asked to describe how their quilts express the theme.

e) Money collected from the sale of rules will be utilized to fund prizes. Committee expenses are covered by the guild budget.

**Challenge Committee Guidelines**

**The Challenge Rules:**

The challenge rules can consist of the following as appropriate:

* Challenge Quilt Policies and Procedures 1-5
* The theme of the show
* Specific way in which quilt should relate to theme of show.
* Challenge or element of surprise, which could be a technique, unusual shape, utilizing a piece of fabric that is included with the rules, etc.
* A specific color or block may be required.
* The rules will also include categories and criteria for voting. The committee can decide to have both traditional and art quilt categories for voting, if that corresponds to the theme.
* Include a notice that failure to follow the rules, especially size, may result in disqualification of the quilt.

Include a reminder that the rules, ideas and any part of the construction should not be shared with other guild members.

Include your name and contact information as well as deadlines.

Type the rules on standard 8.5” x 11” paper and photocopy. Place in sealed envelopes and label the outside: “Challenge Quilt Rules” and the year.

This notebook contains sample rules from previous contests that you can view to assist you with writing your own. (Prior to turning in this notebook in October, be sure to add your set of rules).

**Advertising and Selling the Rules:**

Plan to begin selling the rules no later than the January guild meeting. Selling them as early as November or December is even better to allow members as much time as possible to plan and create their quilt.

Utilize the newsletter for announcements when you are ready to begin selling the rules at the guild meeting. You may also make an announcement at the meeting or set up a table with a sign at the meeting. Walking around with a basket and advertising to others during the social half-hour is another technique to sell them. Make yourself visible.

Collect the $5.00 payments from members and keep a list with the name and phone number of each member who purchases the rules from you. You will need this information later to contact them.

At the end of each meeting or on a monthly basis, tally the total monies received and submit these to the Treasurer or deposit them in the Guild's Bank account, with notification of the amounts to the Treasurer.

**Making the Ribbons:**

There is an Expense Budget amount assigned to the Challenge, to be used for ribbons, printing, and similar items. You can be creative with the ribbons but may not want to start the actual construction until you have a better idea of the number that you will need. If no more than a dozen or so quilts are entered, you may wish to limit the ribbons to only first and second place or modify in some other way.

**Arranging for Prizes:**

The money collected for the sale of rules will be utilized to fund the prizes. About one month prior to the Challenge Reveal, contact the treasurer to verify that you and she have the same total for the amount collected from sales. Request a check for the total sum, using the Reimbursement Form in this notebook. Divide the prize cash into envelopes and label.

Forms for reimbursement are in this notebook or available from the Treasurer. They are also on the Guild website at: http://quilttallahassee.com/membership/check-reimbursement-form/

**Collecting and Displaying the Quilts:**

The guild meeting preceding the Annual Capital City Quilt Show is traditionally the program for the Challenge Quilts. This is usually the August meeting with the Annual Capital City Quilt Show opening in late August or early September.

Begin contacting the members who purchased the rules in late June or early July to determine if they will be completing a quilt for the voting. Do not be surprised that many members may purchase the rules but not actually complete a quilt. For those who will be submitting a quilt, make arrangements to retrieve it from them prior to the August guild meeting to preserve the anonymity of the entrants.

Arrangements will need to be made at the Guild's meeting location to arrive well before the start of the guild meeting to hang the quilts. Get in touch with the Guild President for the contact information.

You may need to work out in advance how to hang the quilts, e.g., use the Guild's quilt stand for some, borrow others, use clothesline and clothespins, etc. Bring your own clothespins as they often disappear from the guild storage closet. Attach a clearly visible number to each quilt for voting purposes.

Display the rules. Some examples of how to do this include:

* Hang enlarged copies of the rules at several places around the meeting room. The idea is to reduce traffic jams near the display area.
* Decide whether or not to have the rules listed in an article in the Guild Newsletter for the month of the voting.

**Voting:**

You will need to bring to the guild meeting with the Challenge reveal and voting, a small box of golf pencils, the ballots, and a couple of baskets to collect the votes. Golf pencils may be available from the previous year so check prior to purchasing any. Print the ballots and cut into sections based on the samples provided.

Make arrangements ahead of time to have two or three members assist you with the vote tallying. Two individuals can hand out the ballots and then one person collect while two people tally the results in a back area of the meeting room. One person with the basket can serve as a runner to and from the tallying table.

Come up with a system to tally the votes a month before the meeting date. Practice to make sure the system works.

**Presenting the Program:**

After members have finished voting and returned to their seats and while vote tallying is continued, read the rules to the members. If time permits, ask the contest entrants to approach the podium, and, in the numbered order of the quilts, announce their name, and briefly describe their quilt including their thought process in creating it. [There may not be time for everyone to do this, depending on the number of entrants, and the length of the "regular" part of the Guild Meeting.]

While this is taking place, go over the final vote tallies and prepare to announce the winners. Present the ribbons and prizes to the winners. As you present the prizes, tell the audience what the prizes are.

**Newsletter Submissions:**

Note that all submissions to the newsletter must be written exactly as they will be printed. Deadlines are posted in every newsletter at: [www.quilttallahassee.com](http://www.quilttallahassee.com)

The e-mail address for the Newsletter editor is: newsletter@quilttallahassee.com

**Website Submissions**

Website articles or dates are submitted to the website coordinator at: webcoord@quilttallahassee.com

As with newsletter articles, these are written exactly as they will be posted. Website postings can be made at any time, but expect a delay in the submittal of your item until its actual appearance on the website. You can request, through the president, that urgent messages be sent via “e-mail blast”, remembering that these will only reach Guild Members who have e-mail.

Make sure that your articles provide information on how to obtain more information.

**Review of Website for Challenge Matters:**

Review all pages and posts on the Website that have references to the Challenge on a regular basis (at least monthly). This is to assure that there are no errors, no duplications, and that the information has been published in a logical place on the Website. If you have concerns, coordinate with the Website Coordinator, specifying the page in question by its URL. If information has changed or is out-of-date, advise the website coordinator.

**Budget:**

There is an Expense Budget amount assigned to the Challenge. This amount is used for ribbons, printing, and similar items. Costs are reasonably standard from year-to-year.

There is also a sale-of-rules Income Budget assigned, but this is a guesstimate that can be quite unreliable, as the number of persons who will initially buy the rules varies widely from year to year.

**Guild Property:**

You will have in your possession: The guild notebook for Challenge Quilt Chairperson

**General Information:**

The Guild is a Tax Exempt organization under the provisions of 501(c)(4). Our designation as a non-profit organization affects many of the filings that must be made with the IRS and State agencies, handling of funds, and other matters.

Frequently Asked Questions

1. **Do I have to attend every guild meeting to be the Challenge Quilt Chairperson?**

You will need to be present at the meetings to sell the rules. If you find that a meeting conflicts with your personal schedule, simply make arrangements for someone to fill in for you. Provide ample notice and detailed instructions to that individual.

1. **Do I have to attend the steering committee meetings?**

You should plan on attending the steering committee meetings to support the governing body of the guild. The President may occasionally call a mandatory meeting for all steering committee members. In this situation, input and votes are needed from as many chairpersons as possible and your opinions would be greatly valued.

**Tallahassee Quilters Unlimited - Quilt Show Themes**

**1989** A Trip through Time

**1990** Patches of Sunshine, Pattern of Life **(**Everything Olde is New Again – Challenge theme)

**1991** Nine-Patch for the Nineties

**1992** A Colorful Land of Counterpane (Freedom of Choice – Challenge theme)

**1993** Memories Are Made of This

**1994** When You Wish Upon A Star

**1995** Threads Through Time (Green – Challenge theme)

**1996** All Things Bright & Beautiful

**1997** Everything’s Lovely in My Garden

**1998** Sing the Blues or Singin’ the Blues

**1999** When Life Gives You Scraps, Make a Quilt

**2000** Beyond the Block - A Creative Leap

**2001** An Odyssey in 3−D

**2002** From Dresden Plate to Broken Dishes

**2003** Canopy Roads (featuring Contemporary & Traditional Quilts)

**2004:** Fire & Ice (featuring contrasting kinds of quilts)

**2005** Southern Exposure

**2006** What Goes Around Comes Around - 25thAnniversary Capital City Quilt Show

**2007** Our Lives in Fabric

**2008** Through the Looking Glass

**2009** From Canvas to Quilt

**2010** The Garden Party

**2011** Diamonds are a Girl’s Best Friend - 30thAnniversary Capital City Quilt Show

**2012** Tomorrow's Quilts Today

**2013** Road to Florida

**2014** Starry, Starry Night

**omit - 2015** For Every Quilt There is a Season – **No Show, Museum closed**

**2016** By the Water’s Edge

**2017** Sentimental Journey 35th

**2018** Out of the Blue 36th

**2019** Autumn Reverie 37th

**2020** **No Show, Museum closed**

**2021** **No Show, Museum closed**

**2022** Jazz It Up (*Challenge was revealed even though there was no annual show*)

**2023** Metamorphosis (Transformations) (*Show at LeMoyne Arts, not Museum FL Hist*.)

**????** Come Fly With Me (not yet used due to cancellation of annual show in 2020 & 2021)

**????** A Ruby Celebration - 40 Years of Quilting (not yet — cancellation of annual show in 2020 & 2021)

**2024** Floral Fantasy

**2025** A Walk in the Woods

**2026** Kaleidoscope of Color

Challenges started in 1987 – no themes mentioned, just rules

End of Year Report Challenge Committee

**Complete this report in the month of October**

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

Describe the year and anything unique that you did in this role:

Did you perform this role by yourself or did you enlist support from others? \_\_\_\_\_\_\_\_\_\_

How many other people helped you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you needed help: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_\_

Were there unusual expenditures?\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? \_\_\_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Helpful Hints for future chairpersons:

Recommendations for change:

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_