National Quilting Day Committee				
# Members	**Term**	**Meetings/year**	**Required by LQG By-Laws**	**Last updated**
1 or more	**1 year**	**Varies**	**NO**	**8/2026**

Purpose & History:
The National Quilting Day Committee plans and coordinates volunteers for an event that celebrates National Quilting Day in Lincoln. The event is held the third Saturday of March to coordinate with the national event planned by the Quilt Alliance.

National Quilting Day started in Lincoln in 1991 at a meeting of the National Quilting Association. The LQG event started in 2009, the first March that the IQSCM was open. Sheila Green presented the idea to the museum to hold an event; they agreed; LQG provided a sponsorship; and Sheila asked Shirley Chaffin to work with her. Sheila and Shirley have been constants since that initial event, adding representatives from LQG, NSQG and LMQG each year with additional sponsorships. LQG was the sole sponsor in 2009. NSQG was added in 2010 and LMQG added 2017. The monies budgeted by these organizations pay all the expenses (printing, advertising, food, supplies, etc.). Most of the years, Sheila has also requested and secured contracts from national sponsors (Handi Quilter, AccuQuilt and Aurifil). This was handled one year by the museum. The money from national sponsors goes directly to the museum, as does the money from sponsorships by local shops. Each year, the event focuses on one or more outreach projects of the three sponsoring guilds.

Process for Adding Committee Members:
The Chair is selected/appointed by the LQG President. The LQG President may select/appoint additional committee members as needed. In addition to LQG members who serve on the committee, a museum staff person serves on the committee, as does a representative from each of the other sponsoring guilds. Each person typically takes responsibility for a component of the event (Lectures, Demonstrations).

Participation of Other Guild Members:
The event requires the help of many people beyond the Committee itself, with volunteers coming from LQG, the other guilds, etc. The Committee will handle recruitment, scheduling and reminders for each specific task. Someone from the committee will also do volunteer check in on the day of the event.

Duties/Schedule:

1. **Meetings**: The Committee Chair will meet with one or more committee members in the summer to determine who else might need to be on the committee for the following year. They also contact the museum to learn what exhibitions will be hung on National Quilting Day and brainstorm the theme for the event, ideas for the lectures, and demonstrations to offer. They determine which Outreach Project will be featured (usually rotates) and contact the chair of that committee. They make a floor plan (working with a museum representative) for sponsors, outreach, and demonstrations… and determine tables, chairs and quilt stands needed in each spot. The Committee meets as needed, usually monthly, plus emails. It is difficult to set up meetings with those who live out of town or work during the day as most meetings are held at the museum. The Committee works closely with the museum throughout planning & execution of the event
2. **Publicity**: The Committee handles all publicity and advertising/printing is the biggest item in budget. The first deadline is mid-October so that “save the date” flyers can be available at Threads Across NE. All info needs to be completed by the end of October

as flyers need to be printed prior to the November LQG meeting (this is the only opportunity to get info to LQG members and, more importantly, to get volunteers to sign up, as LQG does not meet again until the week of the event). Information is sent to various online calendars and newsletters. Advertising is purchased in the Country Register (ad due by Dec. 1) and the Neighborhood Extra as the budget allows. Both have been very effective. An early January meeting is held to stuff packets for mailing to all quilt guilds and shops in Nebraska. The Committee also handles all the Facebook posts on the Facebook pages of the three sponsoring guilds.

3. **Food**: Volunteers who are working two shifts (or half a day) are asked to bring a salad or dessert to supplement the lunch offered. Volunteers working one shift are not invited to eat in the kitchen as space does not allow. Approximately 75 people eat in the kitchen on National Quilting Day including volunteers, business sponsors and staff. The Committee asks 1-2 people to work in the kitchen on the day of the event, but the Committee handles the set-up work and purchases the necessary supplies. The Committee also recruits volunteers to sell food that the museum has for sale to the other volunteers and the public.
4. **Signs and Name tags**: The Committee designs, makes and prints all the signage and name tags.
5. **Event Follow up**: Soon after the event, the Committee solicits comments and suggestions from volunteers, staff and sponsors and then they meet to evaluate the event based on that feedback, as well as their own experience with the current year's event. (And then it's time to start planning the next year's event!)

Other Items:

Members of the New Member Committee will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.

When appropriate, the Chair should submit any proposed changes to this New Member Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties