

Concord Piecemakers Job Description  
Raffle Quilt

1. Oversee selection of the design for the raffle quilt. This usually takes place at the January Getaway in even-numbered years.
2. Obtain permission from the publisher/artist to use design.
3. Assemble kits in numbered plastic bags.
4. Offer kits to interested members at April meeting.
5. Collect kits of completed blocks at May meeting.
6. Assemble quilt top.
7. Arrange to have top machine quilted.
8. Add sleeve and binding and label to quilt.
9. Arrange venues for ticket sales
10. Obtain raffle permit(s).
11. Prepare tickets for individual member sales.

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2. Obtain permission from the publisher/artist to use design.
3. Make a practice block to verify fabric sizes and construction.
4. Determine amount needed of each fabric and purchase fabrics. (Purchase extra fabric to cover oopsies.)
5. Cut each fabric into properly sized pieces. Make necessary number of copies of block design on foundation paper. Assemble kits of foundation paper(s) and fabrics in numbered plastic bags.
6. Offer kits to interested members at April meeting; use sign-out sheets to keep track of who has which numbered kit(s). Assemble any unclaimed kits.
7. Collect kits of completed blocks at May meeting. Arrange to collect any outstanding kits.
8. Check quality of blocks; correct any oopsies in blocks.
9. Assemble quilt top.
10. Arrange to have top machine quilted. Obtain check or reimbursement from Treasurer when quilting is complete.
11. Add sleeve and binding and label to quilt.
12. Obtain raffle permits. We need one from Concord in non-quilt show years. In quilt show years we need a permit from Acton. (Permits are necessary from the towns in which the quilt is awarded.)
13. Arrange venues for ticket sales: Farmers' Markets, Town Festivals and Quilt Stores. As sale dates approach, arrange for guild members to sell tickets (1-2 hour shifts) at each venue. Note: we have sold tickets at the Concord Picnic in the Park on July 4<sup>th</sup> for many, many years; in the even-numbered years, when the raffle quilt is not yet completed, we raffle a comfort quilt or other donated quilt.
14. Prepare tickets for individual member sales; distribute at January meeting in odd-numbered years.
15. Display the quilt at the quilt show, oversee ticket sales and draw the winning ticket. Notify winner and deliver quilt if they are not present.
16. After the drawing, file the appropriate paperwork with the lottery commission.