

Concord Piecemakers Quilt Show Registrar Job

Here are Tina van Roggen's notes on the quilt registration job. She was registrar in 2011, 2013, 2015, 2017, 2019, 2022.

Here is what the job of registrar entails:

The basic job is to receive quilt show entries over the span of several months, create a 3-ring binder of all the forms & photos of entries, and create an excel spreadsheet containing the data.

This is a BIG job that will take a LOT of hours. And you must stay organized. But it is FUN, and you see the show before anyone else!

Ahead of time:

- Review with Quilt Show committee what changes will be made to the registration form - your address should be on it. Work with webmaster to get them replaced on the website.
- Hunt down the large 3-ring binder that contains the forms & pictures (pictures may be gone) from the last show. Study what was written on the forms in the upper right corner and top - you'll be doing something similar.
- Remove all of the old forms & pictures from the plastic sleeves and recycle. You will re-use the notebook and sleeves.
- Promise that you'll turn in the binder and an excel spreadsheet of all the data 3 or 4 days after the registration deadline. Don't plan a vacation during that time!
- Discuss with the layout people what codes you should use on the pages before/after the form's number. For example: W - wearable, S - small quilt whose width is less than 21", L - any quilt that is not a small. Do they want to use M for medium and if so - what size limits?
- Can you get re-imbursed for either printer paper or ink? (I asked for re-imbursement one year, but the other years I didn't bother)
- Get and keep the old version of the spreadsheet file for reference. But create a copy of the spreadsheet and rename it for the new quilt show year. Empty out the data from the file but keep the columns.



During the months of registrations:

- Keep track of all incoming forms & pictures. Some will come in the regular mail. Some will come via email. Some will be split - forms via email and photos via mail. Some of the info might not be on a form, but rather in regular text. Keep your sanity.
- Set up a way to organize the incoming emails - probably use a folder within your email application? Whatever works for you.
- Each form & associated photos are put in a plastic sleeve in the binder.
- Emailed forms need to be printed out and added to the binder. For forms - figure out how to print out only the portion of the form with data - usually the last two pages. Don't use color. Some people will email you only these pages (yay!), but some people will email the whole thing, and you want to save paper and ink! Also, if you can print on both sides, that will also save paper and bulk in the binder.
- Emailed photos need to be printed out and kept with the forms. If the forms and photos come at different times, this can become challenging. I also tried to print out multiple photos on a page to save paper & ink, and reduce binder bulk. For me, I just pasted 2 copies of a photo in a single .png or .jpg file using the Paint application (on PC), then printed it out in color on regular paper. But do what works for you.
- Try to keep together the entries for a given person, and in the priority order they specified on the form - though this is not always doable if they enter another item at the last minute.
- Periodically send out an email to the guild that lists whose forms you have received and what the total count is. This reassures people that you have their materials. The closer you get to the deadline, the more frequently you should send these emails, which also serve as a reminder.
- People on the committee will start to worry that there are not enough entries. Reassure them that you are expecting a tsunami of forms the last few days before the deadline.
- As the entries come in, start numbering them and notating the size, category (S, L, W...), whether they are for sale, and whether they belong to a group (such as mystery quilts, zoombees, guild workshop, wearables, etc) Start entering the data in the spreadsheet, since this will take time and you don't want to procrastinate too much.
- Get the forms in the binder as they come in. Keep track of emails that people send you about their intentions to enter items.

Example for how to notate a simple entry – add code (S), then number of entry (102), then size (width x height)

Registration/Drop off/Pick up Information

S 102
13x9

Registration/Entry Form – Due by September 3, 2015

Use a separate form for EACH item

Entries not accepted. Your items do not have to be completed by this date to be entered into the show. (See instructions for mailing/emailing your forms/pictures)

Name: Dorothy Last name: Griffith Sornichsen

Phone number: 978-897-3344 Email: dorthe@comcast.net

Quilt or article: Autumnal Candle Mat

Challenge Quilt Self-Portrait _____

Example for more complicated entry – the upper right notation also flags that the quilt is For Sale, and also that it was part of the “Favorite Place” grouping of quilts:

Pick up Information

C 103
15x19
For Sale
Fav Place

Registration/Entry Form – Due by September 3, 2015

Use a separate form for EACH item

Accepted. Your items do not have to be completed by this date to be entered into the show. (See instructions for mailing/emailing your forms/pictures)

Name: Dorothy Last name: Griffith Sornichsen

Phone number: 978-897-3344 Email: dorthe@comcast.net

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After the deadline:

- Give a final count to the committee while you work on entering the rest of the data in the spreadsheet.
- Politely decline further entries, unless the committee instructs you otherwise.
- Make sure you have the "for sale", quilted by, and group columns filled in for the spreadsheet. I skip the photo column.
- You will likely have to shorten the descriptions for super long entries. Do your best.
- You should check spelling for pattern names and names of instructors, etc. Google is your friend.
- Do a normal Spell check using Excel's spell check tool, and proofread the document.

When you think you are done:

- Turn in the binder to the committee or the layout designers. They will rejoice!
- Email the spreadsheet to the committee, the layout designers, the people making labels, etc. In this email, also include some statistics. Here's what I said in 2022:

Year	Number of entries
2013	169
2015	192
2017	157
2019	136
2022	160

Special Categories for 2022	Count
9-Patch	6
Bargello	8
Convergence	4
Ellen Lindner workshop	4
Improv	5
Lone Robin	5
Mariner's Compass	5
Shazam	6
Mystery - Undercover in Chicago	1
Mystery - Crocodile Rock	2

Large	137
small	19
wearables	4

- All these downstream jobs depend on your output: proofreaders, layout, labels, quilt in-take (day of show)
- Remind the people making labels that they can automate the work using a column or two from your spreadsheet - encourage them to talk to the previous show's folks for how they did it.
- Remind people that they can sort using any column in the spreadsheet - this provides a quick way to see for example how many wearables there are, or which quilts were from the 2024 mystery quilt, or which ones are for sale.

YOU ARE DONE MODIFYING THINGS. YOUR JOB SHOULD BE DONE. BUT...

- Now: ask who will be proofreading the document - someone should do this even though you've already done it. They will probably also shorten even more of the descriptions. This person will now own the document. If anyone asks you to make changes to the document - forward that to the committee/proofreaders, because **you no longer "own" the current version of the spreadsheet!**
- If anyone gives you a boutique form - forward that to the boutique coordinator.
- If anyone tells you they want to withdraw an entry because the quilt won't be ready - forward that to the committee/proofreaders.
- If anyone says they have something to enter (after the deadline), forward that to the committee. You are DONE modifying files!

Words of advice.

If you want to split the job between two people it might be hard. One person could do the printing of forms and photos and binder assembly. The other person could do the data entry in batches - you need start at least a couple weeks before the deadline. BUT this means the notebook would be divided up between two people during the period when it is being constructed. And - as you are entering data in the spreadsheet, you'll find problems and you'll need to refer to the original emails and possibly email people questions. That's what makes it hard to split this job between two people.