

**Canberra Quilters Inc.
Annual Exhibition 2011
ROSTER FORM**

Please complete this whole form and print clearly in BLACK ink.

Your details

Member's name: _____

Membership number: _____

Address: _____

Postcode

Phone: _____ h _____ (w) _____

Mobile: _____

Email (print clearly): _____

Do you have any special requirements?

Yes No

Please specify (e.g. seated activity) _____

Mandatory roster shifts

The number of roster shifts you are required to do is determined by the number of entries you have in the exhibition or the number of items you have in the sales room. The maximum number of required exhibition roster shifts you are to perform is three, no matter how many items you are exhibiting. Please write the number of items you have entered in the appropriate box.

Quilt

Challenge

Tiny treasure

Creative clothing

Sales room (Each 50 items you submit equals a shift)

Volunteer roster shifts

Despite not having an entry in the exhibition or the sales room, would you like to volunteer to perform a roster shift?

Yes No

Preferences

Would you like to participate in *Quilts for Others* for any of your rostered shifts?

Yes No

If yes, please write 'QFO' in the appropriate timeslot (see 'Your availability' below) and indicate what task you are able to do on your *Quilts for Others* Shift?

P = Piecing or Q = Machine Quilting

Have you had recent experience in working in treasury (cash room) at the exhibition and would like to do so again?

Yes No

If yes, please write 'CASH' in the appropriate timeslot.

Are you required, by your role on the Committee or by a coordination role, to be at the Exhibition?

Yes No

Your availability

For each mandatory rostered shift place a tick in a timeslot. Please also provide at least one alternative timeslot and indicate this with an 'A' beside the tick.

If you are required to work multiple shifts please try to concentrate them on one or two days.

Every effort will be made to accommodate your request.

Set up day	9am to 12.30	12.30pm to 3.30pm	3.30pm to 7pm
Wednesday 10 August			

Day and time	10am to 12.15pm	12.10pm to 2.25pm	2.20pm to 4.30pm
Thursday 11 August			
Friday 12 August			
Saturday 13 August			
Sunday 14 August			*

* Last shift on Sunday is an extended roster slot (until about 7pm) to help with exhibition take down and check out.

PTO

Set up day special requirements:

If you can, please bring a small step ladder. You should be comfortable using the step ladder. Please wear comfortable, closed-in footwear, as it is considered a construction site under OH & S legislation.

Rostered duties

Rostered duties include:

- entry and catalogue sales
- raffle ticket sales
- sales room
- floor monitoring (white glove person)
- cash room
- exit
- Quilts for Others.

If you are rostered for Quilts for Others please bring your own pins, seam ripper and small scissors.

Children on roster

Children are not permitted to perform rostered duties in the exhibition or the sales room. Also, children are not permitted to accompany parents or grandparents performing roster duties in the exhibition or sales room.

Volunteers' room

A Volunteers' room will be available to house your coats etc. This room is not accessible to the public but it may not be occupied at all times. This is not a break room so please do not consume food or beverages in the room. This is not a secure area.

Security

You are advised to secure your valuables on your person or in your vehicle (pass outs from the Craft Fair are available) to ensure security.

Reporting for duty

Please report to the Roster Coordinator 10 minutes before the start of your shift. The Roster Coordinator is usually at the main entrance to the Quilt Exhibition.

Form return

Please return this form with your entry form(s) to the Exhibition Secretary:

Elizabeth Rose

79 Pindari Crescent

Queanbeyan NSW 2620

You will be given confirmation of your roster schedule in July. You may receive this confirmation by email.

Please **clearly print** your email address in the appropriate box.

If you are having any problems completing this form please phone:

- Elizabeth Rose on (02) 6297 2075