

## 2022 OCQG Public Works Show Check in/Check out Procedures

### At Home:

1. Each quilt should be folded in such a way that the label is easily visible to the person receiving the quilt.
2. If possible (and especially for those who are bringing several quilts) have the quilts in registration order.
3. If you are bringing someone else's quilts, in addition to your own, place them in a separate pile.

### At Check-in:

1. Hours are Friday, May 20, 8 – 11 am at the Public Works building at 3810 Napoleon Lane, SE, Iowa City.
2. Enter Napoleon Lane from Gilbert Street.
3. There will be signs to direct you to the location of the quilt drop-off.
4. A OCQG volunteer will greet you and take your pile of quilts to the table.
5. If you are bringing in another member's quilts, notify the volunteer.
6. Two volunteers will check in your quilts by matching your quilt label with registration materials on file.
  - 6.a. The registration materials include the description card that will eventually be pinned to the front of the quilt for display, an identification card which will be pinned to the back of the quilt, and 2 signature cards.
  - 6.b. There are 2 signature cards.
    - 6.b.i. The one with 2 lines (#1), the check in volunteer will sign that she received the quilt from you. You MUST bring this card back with you to pick up your quilt. On Saturday check out, you will sign it and leave the card with the volunteer.
    - 6.b.ii. The second one has only 1 signature (#2). You will sign this card and return it to the volunteer.
7. If someone other than the owner of the quilts will be picking up the quilts, notify the volunteer so their name will be written on the signature cards.
8. The volunteer will affix the location card to the back of the quilt by safety pin. The description card and the #2 signature card will be placed atop/near the Location card so they don't get lost.
9. The hanger volunteer will take the quilts to the appropriate location to be hung. After hanging, the volunteer will note the location and return the card to the front tables.

**At Check-out:**

1. Members can pick up their quilts between 6-7 pm on the Saturday. A volunteer will greet you in your car and go get your quilts and bring them to your car. This is the same location as check in.
2. Members must bring the #1 signature card with them to pick up their quilts. **No quilts will be returned without its signature card.** The signature card will be signed by the member at that time, verifying they picked up their quilts.
3. Please be patient, volunteers have only one hour to remove all the quilts from the racks and vehicles and organize them for pick up. Silent auction items that were not taken will be returned on the stack of quilts when possible.