

# COMMITTEE INFORMATION

Our members make the Madison Knitters' Guild a great organization. Below is a listing of the various committees and the people in charge of them. Please indicate on your Membership Form which committee(s) you'd be interested in working on. The committee chairs will contact you as needed.

## ADVERTISING AND PUBLICITY

**Mary Jo Harris – Advertising**

**????? – Publicity Chair**

**Delaine Zuhlke - Webmaster**

- Solicit advertising for newsletter
- Work with newsletter committee as needed
- Publicize MKG meetings and events
- Update website as needed

## COMMUNITY PROJECTS

**Jane Newman – Chair**

- Advertise needs to MKG members
- Gather donations
- Distribute donations
- Keep records

## FACILITIES

**Connie Burmeister – Chair**

**Barb Armstrong – Librarian**

**Connie Burmeister – Vendor Liason**

- Work with Monona Community Center regarding Room Setup
- Arrange and Secure Speakers needs
- Prepare kitchen area and library for each meeting as needed
- Arrange and Secure Vendors

## HOSPITALITY/MEMBERSHIP

**Susan Aehl – Hospitality Chair**

**Mary Jo Harris – Membership Chair**

**Robbie Preston – Knit Aid Chair**

- Welcome members
- Prepare and distribute name tags
- Prepare and provide membership cards and lists
- Facilitate member sign ups
- Staff Knit Aid Area
- Plan and Facilitate January Holiday Party and May Fashion Show/Potluck

## KNIT-IN

### **Joan Deneen – Chair**

- Secure location
- Decide best way of moving people from one place to another
- Determine room needs and set up for each including Registration area and other non-teaching areas
- Select lunch menu
- Secure vendors
- Arrange and secure speakers needs including any pre or post event needs (lodging, transportation, etc)
- Prepare name tags and names for door prize drawing
- Secure door prizes and wrap prizes including name/address or donor
- Identify prizes for drawing
- Determine any other door prize drawing needs
- Appoint a vendor contact for before and during the event
- Work with newsletter and publicity committees to advertise event
- Gather registrations, make class assignments, and send out confirmation notices
- Prepare registration materials
- Staff registration table
- Prepare event packet for each registered attendee including an event survey form

## LIBRARY

### **Barb Armstrong – Librarian**

### **Karen Scammell – Acquisitions Chair**

- Organize library materials
- Keep records – track inventory and check-in/check-out records
- Set up and tear down library for MKG meetings
- Provide inventory list at meetings for members to reference as needed
- Add items regularly and as deemed appropriate
- Review library contents and discuss with the Board any items suggested for removal

## NEWSLETTER

### **Jayne Coster – Editor**

- Prepare newsletter and distribute to members in a timely manner
- Work with the Board and other committees or individuals as needed to secure newsletter content and mailing needs
- Publicize MKG meetings and events
- Publish meeting minutes and financial report

## SPECIAL EVENTS

### **Various Chairs**

- Plan and prepare Knit-Out **Judy Pruski - Chair**
- Plan and prepare January Holiday Party **Sue Aehl - Chair**
- Plan and prepare May Fashion Show/Potluck **Sue Aehl - Chair**
- Plan and prepare Library exhibit and other exhibits as needed
- Plan and prepare other Special Events as needed