

Embroiderers' Guild of Victoria

Position: Saanich Fair Liaison

- This position coordinates the EGV member volunteers who demonstrate at the Saanich Fair and is responsible for obtaining the EGV ribbons and prizes that are awarded.
- It is recommended that this person attend the Section 18 Fair Needle Arts meetings.
- The convenor's name and contact is published in the Saanich Fair catalogue.

Duties/tasks:

- In February, verify the number of ribbons available. Each year EGV awards 1 Original Design in the adult section and 3 youth awards. Keep ribbons at least one year ahead. Ribbons are ordered from Girard Games and Awards, 4118 Cabot Place, Victoria, girardgames@shaw.ca
- In February, submit budget requirements to the EGV Treasurer. This includes ribbons, prize money and stamps to mail wristbands.
- In May, set up a list for volunteers to sign up to demonstrate at the Fair. The time available is usually from 10-4. Three-hour blocks with two people seem to work well. We have traditionally done the Saturday of the fair.
- Obtain wristbands from the Fair Needlework convenor and distribute to volunteers. If the bands are not available until after the June meeting-then they will have to be mailed to the volunteers.
- Request the four congratulation letters from the President and the prize money from the Treasurer. The ribbons and envelopes with the letters are attached to the winners' tags following judging. The money/cash is handed in to the office at the fairgrounds and is distributed by them. Identify the four categories on the envelope containing the money. The Fair office likes this handed in by the end of June and will give you a receipt to give to the Treasurer. Should any of the prize money not be won, identify this to the Fair office. It will go on record for the following year.
- Arrange to have any supplies needed from the guild cupboard prior to the Fair day. This may include EGV info leaflets, EAC info, the EGV banner, etc. Volunteers bring a few items to display during their shift.
- Arrange for the EGV supplies to be picked up at the end of the day.
- Make a note of EGV winners in Section 18 and give a report at the September meeting. Send the report for publication in the Flying Needle, including a thank you to the volunteers with a list of their names.

Awards:

- EAC Original design: Rosette and \$20.00
- Youth: Rosette and \$15.00 for first place in each of the three age categories.