

Gulf States Quilting Association

General Meeting Information

Dear _____

Thank you for hosting the _____ GSQA Quarterly General Meeting.

The following are needed:

Seating for 150 – 170 people

Tables and chairs for: Registration Lotto Blocks

Membership Opportunity Quilt

Ways and Means Other

Circuit Teacher

Officers (two tables preferred)

Microphone (Plug handy for PA system—extension cords)

Volunteer Hostesses for registration (Registration sheets will be provided and GSQA Membership

Chair will pick them up for formal record.)

Coffee, cold drinks, water, plates, napkins and desserts or snacks for breaks

Five to ten quilt related door prizes

GSQA will contribute \$75.00 to offset your refreshment costs. (Receipt required)

GSQA will also pay up to \$300.00 for facility rental. (Receipt required)

Workshops: If you elect to sponsor a workshop by the presenter, all expenses incurred for this event will be the responsibility of the host guild or shop.

Other: In the event the presenter arrives the day before meeting, you **may** be responsible for the dinner meal. Host guild or shop is responsible for transportation to dinner, motel and to and from airport.

Lodging is paid by GSQA.

General Information: Please send me directions to meeting location. Also include area hotels, lunch information, quilt shops, and any other information you deem necessary for this meeting. This is needed for inclusion in Quilt Talk.

Thank you for hosting this meeting.

Therese Springer, Program Director

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