

Quilts Kingston Show Registration Form "Check List"

To help Phyllis, Holly, Wendy, and Donna make our registrars' job easier, we ask that you please do the following when completing your Quilts Kingston registration forms:

Photos

1) **The size of your photo showing your full quilt, preferably hanging vertically (NO DETAIL PHOTO needed), should be 4"x6" and printed on photo paper.**

WHY? These photos will be attached to a 3"x5" card for the designers. So anything larger will get in the way. Think about having 400 of these pictures in front of you and you have to rearrange them in groups for the show. Large pictures won't do. They will distract from designing the show. Photo paper is needed for a clear picture. A picture of a quilt hanging vertically gives the designers a good look and feel of your quilt and will enable them to place it in the best possible location at the show.

2) **Please DO NOT staple or pin your photo or pieces of fabric to your form. Please USE A PAPER CLIP, and protect your photo with a small piece of paper between your photo and the paper clip.**

WHY? First we need fabric pieces from your quilt top if your photo does not read true colour; **plus we need a sample of backing fabric.** We will be moving your photo and fabric pieces from being attached to your form, to being attached to the 3"x5" cards that the designers will use. You will save us time, and the Quilts Kingston Show dollars, by using our preferred method. We will be processing maybe 400 forms with photos. Please help us. *Please fix before handing in your form.* If needed, we have spare paper clips & small pieces of paper. Just ask Phyllis, Holly, Wendy, or Donna.

3) **Make sure you have written your name and the name of the piece on the back of your photo.**

WHY? If the photo becomes separated from the 3"x5" card with your name and info on your quilt, the designers will be able to identify whose quilt it is and return it to the 3"x5" card.

Forms

1) **Print clearly.** *WHY?* We will be typing all your information into the computer.

2) **Don't forget your description.** *WHY?* This information will be put on the *Show Label* which will be attached to the front of your quilt for the public to read. It will give the viewer information about your quilt. If you really don't know what to write, talk to Phyllis, Holly, Wendy, or Donna. We will help you through this. Brief is best ... however an interesting story is good too.

3) **Don't forget to sign your form! :>)**

Thank you!

Many thanks for submitting your quilt(s) to our show. Don't be shy. It's a fun experience to see your work with the work of your friends. Together we will make a wonderful show.