

Quilt Documentation Day Procedure

1. Quilter comes into Intake station with 1 quilt. She is met by guide #1 who will be with her throughout process. Have coat rack available.
2. Intake person will assign and record GCHS # to her quilt on a prepared 3 x 5 card. She will complete the date and quilt ID # on Physical Description forms. She will prepare a file folder with quilter's name. The Intake person will assist quilter fill out the information on the front page down to "Measurements" if needed. Meanwhile the guide#1 will take quilt with # on 3 x 5 card clothes pinned to left bottom of right side of quilt to Physical Description area. She needs to know if there is a top and bottom of the quilt so it can be hung properly, drop it off, and return to her quilter. Quilter is still completing her part of Physical Description form page 1. For future reference, quilter will complete each form for additional quilts and refer to previous GCHS number.
3. At the Physical Description area, one person can begin pinning the muslin strip or loops to the top of the quilt. Second person clothes pins GCHS # to the left bottom of right side of quilt. Guide #1 will bring first set of paperwork. Quilt is unfolded on two long tables.
4. Person 2 & 3 fill out Physical Description form. They will probably need to work with photographer as the day progresses to see who is ready first. It will help if person 2 & 3 are very familiar with form. Question about Brackman, Beyer will be filled out later. Some of the information will need to be filled out by the quilter. If the quilt is wider than the tables, they can be moved to fit the quilt. Quilt label is to be attached to quilt. Information on quilt label, **"This quilt was part of the Giles County Quilt Documentation Project on ____ (date) 2010, held at the Giles County Historical Society in Pearisburg, VA.**
5. Guide #1 brings quilter to Physical Description area to have photo taken.
6. We need three photographs of the quilt and more for types like Crazy Quilts or of an inscription on back. One of whole quilt, being sure to get the GCHS # in the photo, a close up of a section of the quilt, and one with the quilt owner/maker. Two people are needed to put the quilt on the display frame. Most quilts don't hang straight. Just do your best. If the quilt is too fragile, take photos from the ladder.
7. After quilter's photo is taken, Guide #1 takes quilter to complete Quilt Owner/Maker forms & Quilt Background forms. Guide #1 is the only person at this table. Guide #1 fills in GCHS # in all spaces. (at the top on front pages and bottoms of all forms). Perhaps some quilters would prefer writing background stories. Quilter completes forms and Guide #1 picks up quilter's forms in the file folder. She should have 3 sets.

8. Guide #1 takes quilter to the recording area. Guide #1 will carry paperwork folder and quilter will carry quilt. Guide #1 will stay with quilter during recording. It will probably be easier for quilter to talk about her quilt if she has it with her and can see them on the table. Old photos will be scanned and release form signed.

Interviewer will begin the recording with “This is _____ interviewing _____ for the GCHS Quilt Documentation Project on _____ (date) quilt # _____.”

9. Guide #1 will take quilter to Check Out Station. That person will check to see if there are 4 forms with GCHS numbers at the bottoms, the mailing address is correct, the quilt label is attached with correct date, scanned photos have been returned, hand out information on quilt care, folding information, appraisal information, etc. Ask if quilters have other quilts they’d like to have documented. Please remind them to make an appointment.
10. Back to the Intake area where Guide # 2 has started with her quilter.

Motto: Preparation is the key to success.