

# Flower Show & Judging Guide Book 3

2022 Edition

# **Club Flower Shows**

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<u>FS & JG Book 4 Pocket Guide @ the Show</u> contains passing, clerking, judging, scales of points and judging comments

FS & JG Book 5 Glossary of Terms

Sweeps and bench shows are not considered to be Club Flower Shows and have no guidelines. These shows, however, are wonderful mentoring opportunities. Clubs should extend their own invitations to either in-club active or emeritus judges, or to judges from a neighboring club who are qualified to judge in the specific division. The assistance of the Judging Committee zone representative is not required.

## **CHAPTER 1: GENERAL REQUIREMENTS AND TIMELINE**

#### I. Overview

- A. Follow specifications as set forth in this guide
- B. Be encouraged, at least once each year, if a GCA Flower Show, or GCA Major Flower Show, or a Sanctioned Non-GCA Flower Show is not presented
- C. Review requirements for a GCA Club Show
- D. Publish a schedule
  - 1. In a club newsletter
  - 2. A flier or handout
  - 3. On the club website
- E. Review the schedule with the Flower Show Committee zone representative before sharing the schedule with the club membership
- F. Contact the Judging Committee zone representative, send the Rep the schedule and request a list of approved and prospective judges, and candidates in the judging program a minimum of 8 to 12 weeks in advance of the show
  - 1. Include 1 or more judging panels
  - 2. Judging panels consist of 2 approved judges and 1 prospective judge in the discipline
  - 3. Each panel should have 2 clerks
  - 4. Decide if you would like the Judges to evaluate the show. If so, ask the Zone Flower Show representative to coordinate the show evaluation

#### II. Guidelines

It is extremely important that all designs are the original work of the designer(s). While the use of various techniques and components in the design may be inspired by other designs, the application of the techniques and components and the artistic concept of the design must be original. Artistic integrity is of utmost importance.

- A. If a club show includes 3 divisions, one of which is either Horticulture or Floral Design, it is recommended to apply for GCA Flower Show status and receive approval to give GCA Special Awards
- B. Must incorporate at least 1 division with a minimum of 2 classes and 4 entries per class in Divisions I IV
  - 1. Division I Floral Design
  - 2. Division II Horticulture
  - 3. Division III Photography
  - 4. Division IV Botanical Arts

- 5. Division V Education exhibits and/or classes
- C. May contain an Educational Component
  - 1. For guidelines and suggestions, see <u>Educational Component</u>
- D. May include Supplemental and/or Specialty Classes. See Book 2, Chapter I for information/suggestions
- E. Public access for the show is not required
- F. The committee may rely on the Flower Show zone representative and the Floral Design, Horticulture, Photography and Conservation Committees zone representatives for assistance in planning the show and writing the schedule
- G. Exhibits must be left in place for the duration of the show or meeting

#### III. Suggested Timeline

A. 6-12 Months

#### 1. Select a chairman

- a) A show chairman can easily plan a club flower show consisting of one division with a minimum of 2 classes and 4 entries per class
- b) More than a few classes in each division would require a larger committee
  - (1) Optional committee chairman (or co-chairmen)
    - (a) Flower Show vice-chairman
    - (b) Passing
    - (c) Awards
    - (d) Educational Component
    - (e) Floral Design division
    - (f) Horticulture division
    - (g) Photography division
    - (h) Botanical Arts division
    - (i) Education division
    - (j) Supplemental Classes
    - (k) Specialty Classes
    - (I) Judges and clerks
    - (m) Hospitality
- c) Assistance will be necessary for staging, entering, passing, and hospitality for judges
- 2. Secure a date check the GCA calendar, if there are no conflicts, the Flower Show Committee zone representative will post the date on the GCA calendar
- 3. Find a location
  - a) Public or private location
  - b) Include enough space for staging and passing of show
- 4. Choose a theme
- 5. Write the schedule
  - a) In collaboration with appropriate club chairmen

- b) Review with Flower Show Committee zone representative and make recommended changes and corrections
- B. 3 months

#### 1. Plan staging

#### 2. Invite judges, passers and clerks

- a) Contact Judging Committee zone representative show to obtain list of
  - (1) Approved judges, prospective judges and candidate clerks
  - (2) Recommendations for passers and if possible, use judges
- b) Invite judges using the list provided
- c) Provide 2 passers per division
  - (1) Passers may be recommended by the zone judging representative
  - (2) Passers may not pass a class in which they are entered
- d) Provide two clerks for each judging panel
  - (1) Invite candidate clerks in club or zone
  - (2) Clerks should not serve on a panel that is judging a class in which they are entered
- e) Show should be judged by 1 or more judging panels
- 3. Order <u>award stickers</u>/ribbons and print special club award certificates
- 4. Print entry cards
  - a) <u>Templates for entry cards</u> in each division are on the GCA website and may be personalized to incorporate the show's color, theme or logo
- 5. Hold workshops targeting specific classes
- 6. Distribute schedule to club members
- C. 2-3 months
  - 1. Send the following to the participating judges and clerks
    - a) Schedules
    - b) Judging panels and class assignment(s) for each division
    - c) Names and contact information of judges
    - d) Travel directions to the show
    - e) Details of any hospitality
- D. 1-2 Months
  - 1. Invite club members to be clerks or passers if members of the judging program are not available
    - a) Review responsibilities with club members for clerking
  - 2. Plan hospitality for members and judges
  - 3. Conduct workshops on filling in entry cards, grooming and/or conditioning plant material
  - 4. Prepare staging, if necessary
- E. Final week

- 1. Set up staging
- 2. Check to see that awards/ribbons are on hand
- 3. Ensure that sufficient entry supplies are on hand
- F. During show
  - 1. Have supplies ready for clerks pencils, paper and clipboards
  - 2. Judges may be asked to speak about awards and comments
- G. Post show
  - 1. Compile a record of awards presented
  - 2. Compile a photo journal for reference in planning future shows
  - 3. Consider writing thank you notes to
    - a) Judges
    - b) Committee members
    - c) Exhibitors

# **CHAPTER II: ORGANIZATION**

Club Flower Shows must include at least 1 division of a GCA Flower Show, with a minimum of 2 classes or as many divisions and classes as the club feels comfortable filling. If all divisions are included, the club is strongly urged to hold a GCA Flower Show and apply for the GCA Flower Show Special Awards. (Club sweepstakes and bench shows do not qualify as Club Flower Shows)

#### I. Select a date, checking the following

- A. The GCA calendar
  - 1. Do not schedule a club show for the same time as a
    - a) Sanctioned Non-GCA Flower Show in your zone
    - b) A GCA Major Flower Show in your zone
    - c) A GCA Flower Show in your zone
  - 2. Do not schedule during the GCA Annual Meeting or your zone meeting
  - 3. Do not schedule during any GCA meeting weeks

#### II. Select a venue

- 1. Member's home
- 2. Parish hall
- 3. Community center
- 4. Other

#### III. Finances, insurance and security

A. Club Flower Shows are covered by the GCA insurance policy if listed by the club on its yearly insurance activity sheet. If needed, email questions to insurancequestions@gcamerica.org

#### IV. Committees

- A. A large committee is not needed for a club show with only 1 division and 2
  - 1. Assistance will be necessary for staging, registration, passing and hospitality for judges
- **B.** A club show with more than 2 classes in each division
  - 1. Should involve club members' help
  - 2. Is an excellent learning process in all aspects of a flower show

#### V. Flower Show Chairman

- **A.** Duties may be shared with co-chairmen or other selected committees
  - 1. Write schedule to suit chosen venue using appropriate template
  - 2. Review with Flower Show zone representative
  - 3. Assemble staging and confirm measurements
  - 4. Assign entries or record individual class registration
  - 5. Request judges 8-12 weeks before show
  - 6. At least 2 weeks prior to show date, send confirmed judges
    - a) Directions to show
    - b) Schedule
  - 7. Entry Cards
    - a) Provided to all exhibitors
    - b) Provided by the club

- c) <u>Entry Cards</u> should be downloaded from the GCA website and printed on card stock
- d) If desired, they may also be personalized to incorporate the theme and colors of the show
- 8. Provide at least
  - a) 1 passer for 2 classes of floral design, photography, and botanical arts
  - b) 2 passers for 2 classes of horticulture
- 9. Provide at least 1 clerk for each floral design and photography judging panel and 2 for each horticulture panel

#### VI. Schedule

- **A.** Must include:
  - 1. Sponsoring Club
  - 2. Member of The Garden Club of America
  - 3. Flower Show Title
  - 4. Type of Flower Show
  - 5. Flower Show Dates
  - 6. Flower Show Venue and Address
  - 7. Dates and Times show is open to the public
  - 8. Admission Fee or Free of Charge
- B. Use the <u>Club Flower Show schedule templates</u> which contain
  - 1. GCA rules, general information, and guidelines as related to a club show
  - 2. Class titles and descriptions
  - 3. Number of entries permitted per class
  - 4. When and where entry cards are available
  - 5. Time entries must be placed, passed and removed
- C. Information included in (Optional) Educational Component
  - 1. Describe Educational Component
  - 2. Identify each Educational Component
- **D.** Additional information included in Floral Design Division
  - 1. Description of staging, including total space allotted, background color, etc.
  - 2. Number of sides from which exhibit is to be viewed
  - 3. Any restrictions or requirements e.g., height, width, depth
  - 4. Plant material to be used, for example
    - a) Only fresh
    - b) Only dried
    - c) From the exhibitor's garden
    - d) Other
- E. Additional information included in Horticulture Division
  - 1. Size of entries
    - a) Container size
    - b) Cut specimen length
  - 2. Length of ownership requirement

- 3. Who provides containers and wedging materials for cut specimens
- 4. Par class
  - a) Any specimen of merit that does not qualify for exhibit in another class
  - b) All exhibits are judged against perfection rather than against each other
  - c) Cut specimens are discouraged
  - d) Exhibits are assumed to be mature, top-quality specimens
- F. For class suggestions see FS & JG Book 2: GCA Flower Shows Chapter III

#### VII. Staging and Signage

- A. Staging Overview
  - 1. Use what the club has readily available
  - 2. Planning
    - a) Show should have overall cohesiveness achieved with color, light, uniform graphics, and signage
  - 3. Color
    - a) Background of staging should enhance exhibits, such as
      - (1) Same material as table covers
      - (2) Finely woven bamboo
      - (3) Matting
      - (4) Corrugated paper
      - (5) Other
  - 4. Pedestals
    - a) May be various shapes and sizes
      - (1) Made inexpensively from sono-tubes (from construction supply store) with square or round top added
      - (2) Made from pressed wood, plywood, plexiglass, etc., for heavier/stronger staging
  - 5. Constructed staging
    - a) Accurate dimensions must be in class description in the schedule
    - b) Additional information on staging must be given to exhibitors in a timely manner, e.g., a diagram if needed
  - 6. Niches in floral design division
    - a) Sizes often used
      - (1) Miniatures: 8"h x 8"w x 8"d
      - (2) Small: 12"h x 12"w x 12"d or 8"h x 10"w x 10"d
      - (3) Medium: 24"h x 20"w x 16"d
      - (4) Large: 34"h x 26"w x 18"d
    - b) Other sizes
      - (1) Make mock-up to be sure neither too shallow nor too deep
      - (2) Horizontal, L-shaped, etc.
    - c) Materials
      - (1) Wood, cardboard, wine crates

- Allow exhibitors to provide backgrounds and state rules for attachment
- e) Adequate lighting
- 7. Other staging
  - a) Tables neatly draped in fabric or other covering
    - (1) Specify the color of table coverings
    - (2) The details of the staging
    - (3) Include dimensions (height, width, depth) in show schedule
    - (4) Neutral color, or
    - (5) Color complementary to class or show
    - (6) Should be free of wrinkles
  - b) Platforms placed on ground as bases
  - c) Natural objects
    - (1) Tree stumps
    - (2) Bales of hay
    - (3) Other
  - d) Utilitarian objects
    - (1) Wheelbarrows
    - (2) Ladders
    - (3) End tables
    - (4) Other
  - e) Identical materials used to separate classes in each division with extra for subdividing
    - (1) Ribbon, yarn or rope
    - (2) Bamboo, stakes or painted wood
    - (3) Other
  - f) Ideas to consider for staging
    - (1) Cubes, barrels, frames
    - (2) Turntable, hanging forms
    - (3) Two by fours filled with bark chips
    - (4) Large boxes painted black
    - (5) Logs or tree stumps of different heights
    - (6) Lath house structure
    - (7) Other
- 8. Overall look of the show
  - a) Is the responsibility of the staging committee
  - b) May use decorative objects to welcome visitors
    - (1) Urns
    - (2) Planted pots
    - (3) Props related to show theme used subtly and effectively
    - (4) Other
- 9. Stability and safety
  - a) Staging should be solid to withstand jostling

- b) Stanchions with ropes may be used to protect exhibits
- 10. Entry cards
  - a) Placed uniformly for each class and attached to front of pedestals or niches or on stands
  - b) Have classes numbered consistently from left to right
    - (1) Each class has own number
    - (2) Entries are numbered in each class beginning with 1
    - (3) Exception: Horticulture exhibits are numbered sequentially when passed regardless of class
  - c) Easily seen by judges
  - d) Should not interfere with the exhibits

#### B. Educational Component staging

- 1. Consistent with
  - a) Staging instructions per division
  - b) Signage noting Educational Component

#### C. Division I: Floral Design staging

- 1. Viewing levels
  - a) Floral designs staged at appropriate level for viewing
  - b) Varying the heights of the staging of each class creates a more interesting overall effect
    - (1) Pedestals at 36" or higher
    - (2) Niches approximately 42" from floor
    - (3) Low platforms or other staging
  - c) Miniature staging should be approximately 52" from floor
- 2. Viewing sides
  - a) All floral designs must have adequate space from walls and other exhibits to be viewed on the number of sides specified in schedule
- 3. Exhibits are best viewed with lighting directed toward the front of the entry. Try to avoid backlighting the exhibits or placing them in front of a window
- 4. Exhibits should be staged away from open doorways or busy passageways

#### D. Division II: Horticulture staging

- 1. Viewing levels
  - a) Create visual variety in height
    - (1) Shelves
    - (2) Blocks
    - (3) Upturned pots
    - (4) Coat racks for hanging baskets
    - (5) Ladders
    - (6) Pedestals
    - (7) Other

- b) Only largest plants on the floor
- c) Larger, taller exhibits behind shorter, smaller entries
- 2. Containers for cut specimens
  - a) State in the schedule who is to provide container
    - (1) Provided by committee, or
    - (2) Supplied by exhibitor
  - b) Uniform, transparent containers suggested, such as
    - (1) Test tubes with bases
    - (2) Glass bottles
    - (3) Vases
  - c) Appropriate in size and proportion to plant material with various sizes available
- 3. Wedging material for cut specimens should be
  - a) Provided at exhibitor's table
  - b) Inconspicuous
  - c) Only at neck of bottle (with the exception of marbles)
  - d) Unobtrusive, natural or biodegradable (preferred) material
  - e) Evergreens such as yew, natural sponges, or clear marbles
  - f) No wedging is an option
- 4. Re-staging and subdividing
  - a) Provide sufficient space for each entry to be seen to advantage
  - b) Staging chairman, horticulture chairman, and passing chairman may subdivide and re-stage large classes by
    - (1) Container size
    - (2) Plant groups
    - (3) Flower or foliage color
    - (4) Other
  - c) Best done in advance of judging, preferably in the schedule
  - d) Judges may request further subdivision

#### E. Division III: Photography staging

- 1. Viewing levels
  - a) Optimal viewing height photograph hung 50" to 60" from floor
  - b) Capable of being viewed from close up to 4 feet away
- 2. Hanging material
  - a) Velcro
    - b) Museum putty
    - c) Hooks
- 3. Display ideas
  - a) Easels with burlap covered poster board
  - b) Table easels
  - c) Large display boards
- F. Division IV: Botanical Arts staging
  - 1. Viewing levels

- a) Designs staged at appropriate level for viewing
- b) Varying the heights of the staging creates more interesting overall effect
  - (1) Pedestals at 36" or higher
  - (2) Niches approximately 42" from floor
  - (3) Low platforms or other staging
  - (4) Small objects best viewed at eye height
- 2. Space
  - a) Should be adequate for exhibit, entry card, sample card, and optional Statement of Intent
- 3. Exhibits should be staged
  - a) With lighting directed toward the front of the exhibit
  - b) Try to avoid backlighting the exhibits or placing them in front of a window
  - c) Away from open doorways or busy passageways

#### G. Division V: Education staging

- 1. Single exhibit or classes are an option
- 2. Viewing Levels
  - a) Designs staged at appropriate level for viewing
- 3. Suggested options
  - a) Display boards
  - b) Tables
  - c) Shelves
  - d) Existing surfaces
- 4. Exhibit
  - a) Should use sustainable, recyclable, reusable, and environmentally friendly materials
  - b) Include a clearly written Statement of Intent (50 words or less)
  - c) Use of carefully selected props can be a powerful tool to convey message
    - (1) Plants
    - (2) Aquariums (may not contain live animals or fish)
    - (3) Samples
    - (4) Large scale photographs
    - (5) Recordings
    - (6) Movies
    - (7) Materials to take away
  - d) May use a slideshow, video presentations, or a demonstrator
- 5. Classes
  - a) Content must be educational
  - b) May be a single or multiple disciplines
  - c) Click <u>here</u> for ideas

- H. Specialty Classes staging. Refer to Book 2
- I. Signage
  - 1. General information
    - a. Signs describing goals of GCA and/or of host club are
      - 1. Informative
      - 2. Support 501(c)3 status (non-profit charitable group)
  - 2. Graphics are the combination of images and writing used on all printed material and if desired may
    - a. Relate to show theme
    - b. Be consistent throughout
    - c. Have a logo reflecting show theme
  - 3. All printed material with same typeface and colors
    - a. Schedule
      - 1. Full schedule, also available online
      - 2. Abbreviated schedule for use at show
    - b. Invitations
    - c. Stationery
    - d. Class signs
    - e. Name tags
  - 4. Signage necessary for
    - a. Entrance to show
    - b. Identify divisions and classes
    - c. Signs should be
      - 1. Thematically linked
      - 2. Uniform
      - 3. Large enough to be read from a distance
      - 4. Placed so can been seen in crowds
      - 5. Waterproof, if outside
  - 5. Signage required for each section and class should include
    - a. Class title
    - b. Number
    - c. Optional
      - 1. Brief description from schedule
      - 2. Style definition
      - 3. Scales of points
      - 4. Judging criteria
      - 5. Challenge class components
      - 6. "Please Do Not Touch" signs, as needed
      - 7. Sustainable practices, if applicable
  - 6. Be prepared to make additional signs for subdivisions
  - 7. Signage for photography exhibits must include

- a. Class title
- b. Number
- c. Description from schedule and whether or not it is color, monochrome, etc.
  - 1. Rationale: including the description from the schedule helps the public better understand class parameters
- 8. Signage for education exhibits must
  - a. Include a Statement of Intent (50 words or less)
  - b. Be appropriately placed to not obstruct exhibit
  - c. Include botanical and common names of all plant material used
    - 1. Key cards
    - 2. Diagrams
    - 3. Photo cards
  - d. Explanatory text should
    - 1. Use large font
    - 2. Be succinct
  - e. Should use environmentally-friendly materials

#### VIII. Awards

- **A.** Club Flower Shows do not qualify for approved GCA Flower Show Special Awards
- **B.** Best in Show
  - 1. May be printed from the GCA website Flower Show Committee page
  - 2. Awarded in
    - a) Floral Design division (may not be awarded to an entry in a challenge class)
    - b) Horticulture division
    - c) Photography division
    - d) Botanical Arts division (may not be awarded to an entry in a challenge class)
    - e) Education division Classes
  - 3. Selected from the first place winners of the division
  - 4. Judged by all approved judges in the division
- **C.** Club Flower Show Awards
  - 1. All awards should be listed in the schedule
  - 2. Clubs are encouraged to offer their own Special Club Awards
  - 3. A Club Novice Award may be given in any/all Division(s)
    - a) Modeled after the GCA Novice Special Awards
    - b) A novice is an individual exhibitor who has not won a first place ribbon or a GCA Special Award in the division entered at a GCA Flower Show, GCA Major Flower Show or Sanctioned Non-GCA Major Flower Show.

- c) Recipients of first place ribbons or awards in a club show are still novices in GCA Flower Shows, GCA Major Flower Shows, and Sanctioned Non-GCA Major Flower Shows
- 4. Modeled after GCA Special Awards, with minor change(s) and a different name
  - a) **Floral Design**: Best Use of Color, Most Original, Most Unusual Plant Material, etc.
    - (1) e.g., make the Club Award the same as the Munger, but add "plant material from the exhibitor's garden", and give the award a different name
  - b) Horticulture: Best Cut Specimen or Best Branch Collection, etc.
  - c) Photography: Best Use of Color, etc.
    - (1) A photograph that has been entered into a Club show, may be entered again into a GCA Flower Show, GCA Zone Flower Show, GCA Annual Meeting Flower Show, GCA Major Flower Show or a Sanctioned Non-GCA Major Flower Show, unless that photograph was submitted for publication in the *Focus* photography gallery or a printed issue of *Focus*.
  - d) Botanical Arts:
    - (1) May include awards such as a creativity award
  - e) Education:
    - (1) May include an education award
    - (2) May include awards such as best conservation, most original interpretation, most creative award
- 5. Do not require schedule approval from the GCA
- 6. Should have criteria listed in the schedule
- 7. Special stickers/ribbons or award cards may be created by club
  - a) Award stickers are available for purchase from the GCA website members area under <u>Read, Watch, Shop/Shop</u>
  - b) Ribbons may be sourced and obtained by the club
  - c) Only 1 first (blue), 1 second (red) and 1 third place (yellow) in each class with the exception of Horticulture which may have multiple 2nds and 3rds, if merited
  - d) One or more honorable mentions (traditionally white) may be awarded
  - e) Par horticulture class may award
    - (1) Multiples of each award
    - (2) No honorable mention awards
- 8. Special Club Award panels (if any) are assigned by the show's judges chairman

- 9. Judging requirements for individual club awards are at the discretion of the club
- 10. Individual sweepstakes
  - a) Awarded to an individual who wins the most first place ribbons in either single and/or multiple division(s)
  - b) Individual division award, or
  - c) Overall show award
  - d) Tie broken by tallying second place awards won by each exhibitor
- **D.** Judges' Commendations
  - 1. To an entry, class, division, special exhibit or other aspect(s) of the show
  - 2. For exceptional merit
  - 3. To contributions from Flower Show personnel
  - 4. Issuing a Judges' Commendation is discouraged as an award for the entire show
- E. Award of Appreciation
  - 1. Available for exhibits that do not qualify for GCA Special Awards or ribbons
  - 2. May also be used for non-judged classes
  - 3. A special ribbon or award card thanking the exhibitor or group for participation

#### IX. Flower Show Evaluation

- **A.** The Flower Show zone representative will conduct a flower show evaluation for a club show, if an evaluation is desired.
  - 1. Clubs may make a request of the Flower Show zone representative in advance of the show

#### X. Judges

- A. One or more panel(s) of 2 approved judges and 1 prospective judge per division
  - 1. Preferred judge no more than 2 3 classes in any division
  - 2. A club show with
    - a) 1 or 2 classes in floral design (8 or fewer entries)
      - b) 3 or fewer classes in horticulture (estimated 20 or fewer entries), may have 1 panel of 3 judges
  - 3. If more than 1 panel per division is needed, the club is encouraged to change to a GCA Flower Show format
  - 4. Are judged by approved GCA judges unless otherwise specified in schedule
  - 5. Panel may include Plant, or other Society Judges
    - a) e.g., AIFD, Dahlia Society Judge, Photography Societies
  - 6. Request names of judges from zone judging representative 8-12 weeks prior to show
- **B.** Special Club Award panels (if any) are assigned by the show's judges chairman

**C.** Awards judged by all of the approved judges in the division if there is no Special Club Awards panel

#### D. Equipment for judges

- 1. Judges should be provided with a schedule, scales of points sheet (optional), pencil/pen, and a clipboard or folder with paper
- 2. Panel members should have name tags including the designation *'Judge'* or *'Prospective Judge'* and discipline
- 3. Provide a list of all the judges present as well as a list of names and addresses of all show chairmen, hostesses, etc., to participating judges

#### XI. Judges briefing

- **A.** Show chairman, division chairmen or judging chairman should brief the judges about
  - 1. Classes that have not been filled
  - 2. Clarifications of/or changes in the rules given to exhibitors
  - 3. Unusual weather conditions affecting entries
  - 4. Reminder that only judges can assess the interpretation or design style of an entry
  - 5. Information from the passing committee
  - 6. Criteria for club awards

#### XII. Clerks

- A. General Duties
  - 1. <u>Clerk duties</u> should be printed and be given to each clerk

#### XIII. Hospitality

- **A.** The duties of the chairman of the hospitality committee vary depending on the size and duration of the show
  - 1. For the exhibitors and committee
    - a) Provide coffee, tea, etc., during show set-up times
  - 2. For the judges and passers and out-of-town clerks
    - a) Arrange for coffee, tea, etc., and/or luncheon, depending upon when judging takes place
    - b) If necessary, arrange for dinner and accommodations for the judges or passers
    - c) Welcome, answer questions, and provide for all aspects of the judges well-being
- B. Hosts at the show
  - 1. If the club show is open to the public, hosts should be prepared to answer questions about the schedule
  - 2. Hosts should have sufficient information to be able to answer questions relating to plant material and to the intent of the various classes
  - 3. If the show is staged in 1 or more houses as part of a home show or house tour, the hospitality committee should provide a host for each room

### XIV. Show photographer

- A. Keep a visual record of the flower show
  - 1. A photographer should have a neutral backdrop behind each award-winning exhibit to capture the image clearly
  - 2. See <u>Show Photographer Guidelines</u> for more information