



Chair Duties

SWLA Flower Show

NGC Small Standard Show



General Chairman/ Co-Chairman

- Conducts all meetings pertaining to show
- Secures chairmen positions
- Coordinates work of all chairmen
- On hand to answer questions and help in emergencies



Awards Chairman

- works with schedule chairman to determine what awards need to be given
- makes sure there are enough ribbons and the correct type of ribbons for show
- orders new ribbons from NGC if needed
- buys gifts for top winners
- saves all receipts to be submitted to Mr. Turley for reimbursement



Clerks Chairman

- makes sure there are enough volunteer clerks (1 for each judge)
- makes sure clerks are on hand during judging
- may also serve as clerk
- makes sure all cards are punched and ribbons correctly placed when judging is done



Duties of Clerks

- show judges where each section is displayed on tables
- be of help to judges (judges may ask for a horticulture exhibit be held up or turned for clearer viewing, judges may need pencil sharpened, etc)
- answer judges' questions only if asked directly, otherwise, clerks should not talk
- at least one clerk should be at the judges' side at all times in case something is needed
- after a section is judged, extra clerks should punch cards and staple ribbon on card making sure exhibit and card does not get separated
- place section ribbon awards as judges dictate



Design Advance Entries Chairman

- Secures volunteer designers for each design
- Keeps a list of entries and volunteer designers with contact info of volunteer
- Reminds designers of time and place exhibits should be brought to show one week in advance of show
- One judging day, if a designer is late, contact them to make sure nothing is wrong
- If there is a no-show, secure a stand-in to fill the slot



Design Consultant

- Answers any and all questions a designer may have about their entry or design type



Design Entries and Classification

- Works with Staging and Advance Entries Chairs to determine where different design classes will be staged
- Fills out entry cards for each design exhibit (info from Advance Entries Chair)
- On staging day, places entry cards in correct places for exhibits
- On judging day, show designers where their entries should be placed
- If there is a missing entry, inform Advanced Entries chair and General Chair



Educational Exhibits Chair

- Secure two entries for the Educational Exhibits Division of the show
- Exhibits may be concerning anything related to NGC objectives
- Exhibits are allowed one 6' table for their exhibit – posters, leaflets, flyers, demonstration items, etc are encouraged



Example Educational Exhibits

- Horticulture

- *School Gardens*

- *Rose Society*

- *Orchid Society*

- *Bonsai Society*

- *Etc*

- Environment

- *Bird Club*

- *Bee Keepers*

- *Master Naturalists*

- *Wildlife and Fisheries*

- *etc*



Horticulture Classification and Consultants

- Check horticulture exhibits and entry cards to help exhibitors correctly identify exhibits
- Make sure entry cards have correct section, class and subclass (if present)
- Answers any questions an exhibitor may have about his/her entry



Horticulture Placement

- After exhibits have been through classification, make sure the entry card is folded so exhibitor name does not show
- Place the exhibit and entry card in the correct position on the tables using the section, class and subclass of entry



Judges Chairman

- Secure qualified judges to judge the show
- Provide a small gift of appreciation for each judge
- Receipts should be saved to be turned in to Mr. Turley for re-imbusement



Schedule Chairman

- Works with chairmen to determine theme of show
- Writes flower show schedule and distributes in advance of show
- Works with staging and awards chairs to make sure show is achievable



Publicity Chairman

- Writes up results of judging to be submitted to local newspapers
- Photos of top winners in Horticulture and Design divisions should also be submitted
- May contact TV station and ask for TV coverage of show



Staging Chairman

- Determines number and kinds of tables, chairs, pedestals, stands, etc needed by consulting schedule and Schedule Chair
- Draws sketch of table arrangement to be used the day of set-up
- Makes sure all signs are printed and correct
- Secures all props needed for décor
- Coordinator on the day of set-up



Take Down Chairman

- Secures trash can or other receptacles needed for water and discarded horticulture exhibits before take down starts
- Makes sure members start take down on time
- Makes sure each member collects his/her own exhibits
- Makes sure all staging materials are taken for storage or given back to owner
- If a member cannot be present to take down his/her own exhibits, they should contact the Take Down chair to arrange for someone else to handle taking down their exhibits