

The Language of Flowers June 20, 2020

Set up June 19, 2020

Brandywine Living Center Selbyville, DE

Chairmen: Ellen Dowling and Judy Stuhl

Schedule Chairman: Lisa Arni

Staging/Properties Chairman:

- a. Recruits committee members
- b. Works closely with schedule chair to review show site, storage , budge
- c. Arranges for staging equipment for exhibits unless schedule requires exhibitors to furnish staging
- d. Creates staging appropriate to show's theme
- e. Creates signage for all divisions, sections and classes as well as overall show theme
- f. Sets up all staging in advance of scheduled entry time. This may include exhibit props as well as tables for exhibits.

Properties and Dismantling:

Horticulture Classification Chairman: Cherie

Dorfman

Prior to Show

- a. Makes entry cards available to exhibitors prior to show date and day of show
- b. Maintains list of exhibitors and specimens entered
- c. Works with Classification and placement chairmen on advanced entries such as displays, hanging specimens and others that may need special staging

Day of Show (actually Friday night)

Accepts and records entries

Directs exhibitors with Classification approved specimens to Placement Table

Provides Clerks Chairman with entry information

Classification Chairman Horticulture: (can be co-chairs)

- 1 Review all horticulture entry cards for proper botanical or currently acceptable scientific designation
- 2 Disqualifies if exhibit is not show worthy
- 3 Disqualifies if exhibit is infested with insects or infected with disease

- 4 Assists exhibitors with plant identification
- 5 Initials entry cards to signify approval
- 6 Directs exhibitors to Horticulture Placement Committee
- 7 Sub divides classes as needed

Education Entry Chairman (2 exhibits may be two individuals):

1. Secures names of exhibitors
2. Prepares entry cards for education exhibitors in advance
3. Gives Placement Chairman or exhibitors entry cards
4. Directs exhibitors to Placement Chairman

Secret Language of Flowers

I Herbs: collection of botanicals that is medicinal, decorative and whimsical **Herbs: Donna Stitz and Martha Gallagher**

II Floriography : Secret Language of Flowers in Victorian Era **Eileen Quigley and Peggy Rivera**

Judges Chairman: Jean Sewald

- 1 Confers with General Chairman and Schedule Chairman to determine number of judging panels needed,

remembering the show should be judged within two and one half hours

- 2 Invites predetermined number of judges (6) weeks prior to show
- 3 Determines hospitality and financial arrangements, if needed, with judges. Financial arrangements must be in writing
- 4 Establishes judging panels and assigns classes to specific panels
- 5 Sends printed schedules to judges with other judges listed, as well as classes assigned, at least four (4) weeks prior to the show
- 6 Works with Hospitality Chairman to provide hospitality for judges
- 7 Contacts judges a few days before the show, reminding them of the scheduled meeting time
- 8 Judges Chairman, in conjunction with General Chairman, advises judges of schedule revisions/corrections, weather and/or other extenuating circumstances of judging day
- 9 Double checks with Entries Chairman that judges have NOT entered classes they are assigned to judge

10 Reminds judges of the need to sign and date all blue ribbon, 90+ and Top Exhibitor Award ribbons and to **initial all other entry cards**

11 Writes “thank you” notes to judges after the show

Clerks Chairman: Kathy Lesperance

A Working together with the Judges Chairman, secures clerks and assigns them to each judging panel

B Familiarizes clerks with locations of assigned classes prior to meeting with judges

C Obtains supplies for the Clerking Panels: pencil, erasers, clip boards, ribbons/seals, Top Exhibitor Awards, hole punch, hand stapler and record sheets

D Clerks Chairman compiles list of all winners in the entries list, relaying list to Awards Chairman if Sweepstakes Award/s offered

E Advises clerks of duties, etiquette/ethics

F Clerks’ duties (need six): Karen Plis, Carole Mankus,

Susan Tracey Need three more

1 Directs judges to assigned classes and notifies judges of subdivided classes

2 Informs judges of number of exhibits and potential awards to be offered and/.or considered

- 3 Assists the judges for a closer inspection by gently lifting the horticulture specimen's container, but not handling the plant material with the exception of conditioned evergreens exhibited without containers
- 4 Attaches ribbons/seals, making sure only one blue(1st), one red(2nd) and one yellow (3rd) ribbon has been awarded in each class or subclass
- 5 Confirms all blue ribbon winners and exhibits marked 90+ have been signed and dated by a judge. Confirms all other entry cards have been initialed
- 6 Opens all non-blue ribbon winner entry tags. Clue ribbon entry tags remain closed until all Top Exhibitor Awards have been placed
- 7 Confirms section and division Top Exhibitor Awards have been signed and dated by a judge
- 8 Records winners and compiles list for Clerks Chairman

Clerk's etiquette/ethics:

- 1 Clerks should not be assigned to a class or section they have entered
- 2 Should step back discreetly so as not to hear judges' discussion

- 3 Should not distract or ask inappropriate questions of the judges
- 4 Should not enter into discussions with judges concerning comments and/or decisions of judges
 - 5 Does not volunteer information concerning exhibits/exhibitors
- 6 If asked to write judges' comments, writes precisely what judges dictate
 - 7 Should not break mutual trust by repeating judges' comments

Awards Chairman: Pat Drizd

- A Obtains ribbons/seals and other awards from NGC Member Services as required by schedule at least four (4) weeks in advance. May use custom-designed award ribbons
- B Delivers awards to Clerks Chairman prior to show
- C Assists in the preparation of Book of Evidence (not for this show)
- D Tabulates results for Sweepstakes Award/s if offered

Publicity Chairman: Connie Ryan

- A Arranges for media coverage (print, TV, radio, Internet) before, during and after show
- B Arranges for the show to be photographed (not needed)
- C Provides compilers of Book of evidence (not needed)

Hospitality Chairman: Sallie Melvin

- A Arranges for judges' refreshments
- B Arranges for hostesses/hosts during the show to greet guests
- C Hostesses/hosts may be asked to:
 - 1 Distribute abbreviated program
 - 2 Attend guest register
 - 3 Check on condition of exhibits
 - 4 Water exhibits as needed
 - 5 Keep show area neat
 - 6 Ask visitors to refrain from touching exhibits

Signage Chairman:

Art Designer: Lenora Gentry/Judy Stuhl

Artistic Craft Coordinator: Alva Hutchison

- 1 Exhibit must contain some fresh and/or dried plant material. Only dried material may be treated
- 2 No artificial, endangered or locally invasive plant material may be used
- 3 Schedule may determine type of craft, staging and number of entries
- 4 A card listing plant material must be included with all artistic craft entries
- 5 Judged by the Artistic Crafts Scale of Points

Raffle Coordinator: Pat Milstead

Plant Sale: Ria Carraro and Pat Fulton

Will need tables and table cloths.

Guest Speakers: Board member to find and plan

