

A GUIDE TO ORGANIZING
FLOWER SHOWS
FOR
GARDEN CLUBS



A Guide to Organizing Flower Shows for Garden Clubs

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Flower Show Guide Book

Introduction

I have belonged to garden clubs for several years. I enjoy the social interaction and the involvement with people interested in growing plants and flowers. When I became interested in exhibiting, it was almost impossible to find out the rules – how to decide what makes a good entry – what do all the terms mean – where do I find this information?

After I had exhibited for a few years, I attended a Horticulture Judging Course offered through the B.C. Council of Garden Clubs. I was interested in learning more about exhibiting, but I was uncertain about the Judging – I gave it a try – most of the students were as hesitant as I was. The course lasted two growing seasons. Completing the course was great – the knowledge I gained can never be measured by time or effort. I not only learned what the judging of Horticulture was all about, but how to grow and exhibit for myself.

A few years later, a Judging Course in Floral Design was offered, so once again I registered for the course. I was now involved in judging at Garden Club Parlour Shows, and it was an asset to be qualified to do Judging in Design as well as in Horticulture.

We spent a very busy year taking classes, doing designs for the classes, and doing evaluations in the classroom. We were required to earn exhibiting credits by entering in actual shows (you learn how the other person feels when he/she exhibits – you cannot properly judge others unless you have also been judged).

Gaining the status of Accredited Judge, I feel that I should share this knowledge with others who can use help on the same subject, but haven't the opportunity to attend the courses.

I feel that a practical Handbook would be the most useful. A handy reference would help garden club members, no matter how small a show you wish to sponsor.

We often hear, "We would like to put on a show, but we don't know where to start."

Putting on a show gives a club a real sense of accomplishment and satisfaction. Working together on a project such as this develops friendship and a sense of pride in the club. It is a big job, as are all worthwhile projects.

If you follow a logical plan, things fall into place easily. With pre-planning a lot of pitfalls can be avoided. You learn by experience, and you will know what works for you. Running a small show requires the same planning and decision making as a large one. When deciding on the rules you wish to follow, always plan with the club's capabilities in mind. A specialty club will only deal with a special type of plant – i.e.: Roses, but it still requires the same planning and decision making as a general show.

I will take you through the planning process, step-by-step. A list of Committees needed, their duties, and all aspects of the show are covered. You will find guides to make decisions on writing your show schedule and to make the show appealing to both members and the public.

Suggested fund raising projects for the show are listed, as are other ideas to make it both interesting and educational.

Much emphasis has been given to Schedule Rules – this is the part that makes or breaks your show.

I have given some helpful hints and sources of information, to help you further with the subject.

Ruth McLeod

I wish to thank Mildred Wells and Bonnie Holliday
for their time and helpful critique of this book. –

Ruth McLeod

Flower Show

The “Flower Show” is a general term for shows of horticultural produce whether it be flower, fruit or vegetable. In many shows today there are “Domestic Science Classes” (cakes, bread, bottled fruit, etc.) and “Handicraft Classes” covering a wide range of artistic and technical skills such as painting, photography, needlework, etcetera. Shows also add Classes for Home-make Wine. “Flower Arrangements” or “Floral Art” is an essential part of many shows, often becoming the dominating class of entries.

‘The Flower Show’ – E.D. Wearn



Love of flowers has opened many doors for me. I have made many friends throughout the world because of their love and outstanding knowledge of flowers.

Princess Grace of Monaco

Flower Show Booklet Contents

The Purpose of the Show.....	19
Who Sponsors the Show?.....	20
Basic Planning Decisions.....	20
Basic Requirements.....	21
Show Committee.....	22
Show Chairperson.....	22
Schedule Chairperson.....	23
Staging Committee.....	24
Floor Plan (Illustration).....	24
Entry Chairperson.....	25
Entry Cards (Illustration).....	25
Judges Chairperson.....	26
Clerks Chairperson.....	26
Awards Chairperson.....	26
Publicity Chairperson.....	26
Poster (Illustration).....	27
Tickets (Illustration).....	27
Tickets Chairperson.....	28
Show Secretary.....	28
Show Treasurer.....	28
Dismantling Committee (Clean Up).....	28
Hospitality Committee.....	29
Suggested Divisions.....	29
Fund Raisers.....	30
Awards.....	31
Ribbons (Illustration).....	31
Best in Division.....	32
Best in Show.....	32
Grand Aggregate.....	32
Design Section.....	32
Exhibitor's Responsibilities.....	33
Schedule Rules.....	34-35
Duties of the Clerks.....	35
Hints.....	36
Glossary.....	37-38

Flower Show Guide Book

This booklet is designed to help you set up a Flower Show. Many groups would like to have a Small Show, but are not really sure where to start. A logical process of planning must be followed to make your show a success. Ideally, allow the better part of one year to get your show organized.

The first consideration is “The Purpose of the Show”. The reason for having a show is to educate the public – to let them know which plants and varieties grow well in a particular area – it is also an occasion when members of a Garden Club or Community have an opportunity to display their talent for growing and showing.

The second consideration is - who is to be the Show Sponsor? Is it to be sponsored by just one Garden Club, or is it to be a community project? Do you have the support of the group members? It is a big job and requires a great deal of support and work.

In planning a show, there are a number of Basic Decisions that must be made:

- a. Is it to be a competitive show, or just a display for the interest of the members and of the public?
- b. Is the competition for members only, or is it to be open to the public?
- c. Do you wish to have a General Show or a Specialty Show? (E.g. Roses, Dahlias, etcetera).
- d. What is the best time of year for the type of plant material you wish to display?
- e. Where will the show be held? What facilities and floor area are needed, and what is the cost of using the facility?
- f. What rules of judging will you use?
- g. Will you pre-sell tickets or charge admission at the door?
- h. What are the funds available to the group? Is your budget sufficient?
- i. Do you wish to charge an entry fee for each exhibit? If you are offering cash prizes, this can be the source of these funds.

BASIC REQUIREMENTS

To Set Up The Show:

1. A Show Committee.
2. A printed schedule, to inform the exhibitors what class/classification they may enter in the show. This should also list the basic rules for the show. The Schedule is “The Law of The Show” (the legal rules).
3. Entry Cards. The *folded card* will be placed with each entry, and list what is displayed and who the exhibitor is (the exhibitor’s name is hidden from the judges).
4. Ribbons are sometimes given for awards. This must be decided early, and such details written into the schedule. Some groups offer cash prizes as well.
5. Properties (Props). Tables will be needed for placing the exhibits (and for committee and official use). Paper or fabric will be needed to cover the tables. Determine sources for obtaining or renting these tables and fixtures.
6. Containers for exhibits. Will they be supplied by each exhibitor, or by the sponsor? Will the type and size be specified? (*especially in a Specialty Show – e.g.: Rose Show*)

To put on a show, you will need lots of people power. To ease the load on any individual, jobs/responsibilities can be delegated in the following manner – in small shows the jobs can be combined, or more than one position can be held by a committee member.

THE SHOW COMMITTEE

consists of the following Chairpersons

1. Show Chairperson
2. Schedule Chairperson
3. Staging Committee
4. Entry and Registration Chairperson
5. Judges Chairperson
6. Clerks Chairperson
7. Awards Chairperson
8. Publicity Chairperson
9. Tickets Chairperson
10. Show Secretary
11. Show Treasurer
12. Dismantling (or Cleanup) Committee
13. Hospitality Committee
14. Security Chairperson (if required)

It is always a good idea to clearly specify the job requirements of each position. These are briefly outlined below.

SHOW CHAIRPERSON

This is the most important job of any show. This person will oversee the whole show, and will hold show meetings to be sure that all facets of the show are being carried out according to the schedule. The chairperson should plan to be present throughout the entire open time of the show, or must appoint someone to take his/her place (and the responsibility/authority) if he/she has to leave the premises. The Show Chairperson has the authority to move exhibits, make decisions regarding any changes or disputes, or to clarify any questions from the Judges during the Judging of the Show. Name Tags for all Show Officials should be arranged by the Show Chairperson. This is a very responsible position.

SCHEDULE CHAIRPERSON

The primary job is to compile and print a schedule for the show. The schedule should be made available to all club members. The schedule is a list of horticultural items or designs with instructions for entering the show. Consider the capability of your Club or Group Members when deciding what the Schedule will include. State very specifically the number of specimens in a container, and the size of the container. Schedules are usually separated into Divisions: i.e. Floriculture, then the Class Number (see the sample below).

Division A – Floriculture:

Class 1 – Marigolds, French, 5 blooms in one container (vase)

Class 2 – Marigolds, African, 3 blooms

This system will avoid any confusion as to where the entry should be placed. If you decide to have a design (Decorative, Floral Art, Flower Arrangement) Section, this must be considered by the Schedule Chairperson. The Schedule Chairperson may appoint another person with the necessary expertise to actually plan the detailed Schedule.

The schedule cover should list the Show Title or Theme, Sponsor, Date, Time, Place, Address and the Hours of the show. The Schedule should also list what Admission, if any, is to be charged.

Prizes Offered should also be listed in the schedule – Ribbons, Cash Awards, Trophies (see schedule rules).



**THE SCHEDULE
IS
THE LAW OF THE SHOW**

STAGING COMMITTEE

The first job for this committee is to draw up a floor plan. This should include electrical outlets, windows, heat vents, water, parking, exits and traffic patterns. The committee is responsible for setting up the tables for the show. Allocate space for exhibits, making sure that each division has necessary staging. Include working space and temporary tables for exhibitors to use while preparing their entries. Containers and Water should be available for exhibitors, if that is the agreed plan of the show.

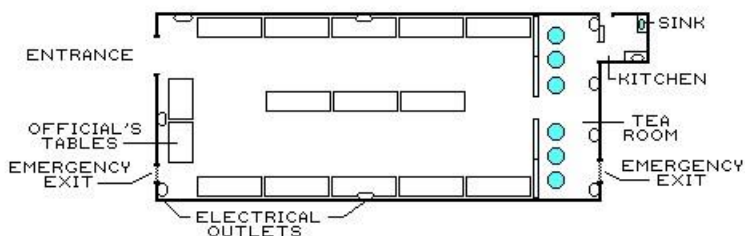
The most important consideration in staging horticulture is that each Division be in good light and uncrowded, so exhibits may be easily viewed by the public and the Judges. Markers should be placed on the table to separate the Classes for Judging.

Place a descriptive Title Card for each division and a number for each class, so the public will be informed as to the requirements for those exhibits.

It may be necessary to include an additional committee for Design Staging, if a Design Section is included.

The Staging Committee is responsible for having the building door open at the stated time to allow the entries to be placed, and must remain at the show until all entries are placed. The area must be cleaned after all the exhibits are placed so that everything is in good order before judging begins.

TYPICAL FLOOR PLAN



ENTRY AND REGISTRATION CHAIRPERSON

The chairperson will obtain the entry cards for the show and prepare an entry book, which will list each exhibitor's name and his assigned entry number. Having an entry number makes the exhibitor anonymous, as far as judges and clerks are concerned, and all records are kept using only that number. The name is never visible on the entry card, but is covered by folding the card.

You may be asked to help people fill out their cards, and it is a good idea to have a sample of the Card and a Schedule, on display. If possible, have a knowledgeable member available to help new exhibitors to properly place their entries. If the show is a new event, or the number of expected entries is unknown, you may wish to have people pre-register. This could be by telephone or by an entry form enclosed in distributed copies of the schedule – if you use this method, be sure that you set a deadline, which should be printed in the schedule.

Children's Entries should have their Age marked on the card.

Entry Chairperson will arrange to "Tally" the Judging results and Point Scores, as specified in the Schedule.

SAMPLE ENTRY CARDS - names must be hidden

○			
_____ FLOWER SHOW			
Date _____			
_____ DIVISION			
CLASS No. _____		ENTRY No. _____	
VARIETY OR CLASS NAME			
Judged by _____			
[Redacted]			
EXHIBITOR _____			
ADDRESS _____			
CLUB _____			
1st	2nd	3rd	Honorable Mention
Exhibitor _____			
Address _____			
Club _____			
Division _____			
Class No. _____		Entry No. _____	

Class _____				
Division _____				
Description _____				
1st	2nd	3rd	4th	H.M.
Exhibitor # _____				
Name _____				
Address _____				
During Judging Fold Tag up along this line and Paper Clip				

The Central Garden Club				

JUDGES CHAIRPERSON

If your Show is to be competitive, you will require Qualified Judges. A small show will require a minimum of two Judges. Depending on the size of the show – number of categories and number of entries – you may require more judges, some with special expertise.

A list of qualified Judges is available through the B.C. Council of Garden Clubs and from specialized clubs (such as the Rose Society, the Dahlia Society). Do not leave the job of finding judges to the last minute, as judges are usually committed for several months ahead – Confirm the Judges' commitment in writing, and again, by telephone, shortly before the event. Be sure a schedule is sent to each judge as early as possible after making the arrangements, state specifically the date, place and time you expect the judge to be there. Include a contact telephone number in case the Judge has an unplanned emergency or has difficulty on the way. State clearly the Class which you wish the Judge to evaluate. Offer an invitation to lunch, if it is being served. The Judges Chairperson must greet the judges as they arrive, and arrange a short briefing session to clarify any schedule changes or local rules and awards that you intend them to choose, and to meet the clerks who will be working with them. It is customary to offer judges a small honorarium for their services (there are personal and transportation expenses in doing the job). It is also a reasonable courtesy to send a thank-you note, after the show, to those who helped make it a success.

If your club has members who are qualified judges, and you wish to use their services for your show, the matter of an honorarium should be clearly agreed on – the member should be given the option of refusing the fee, but this should not be assumed.

Compile a list of Judges and their Assignments, and pass this on to the Clerks Chairperson and the Show Chairperson.

CLERKS CHAIRPERSON

Arrange for clerks to work with the judges – each judge must have at least one clerk who will record the results and place the ribbons on the winning entries, and be available to consult with the Show Chairperson on any questions the judge may have about entries. If more clerks are available, two clerks for each judge is very desirable (see more details of clerks duties to follow). The Clerks Chairperson should arrange a training session to inform the Clerks of the specific duties they must perform. The Clerks Chairperson must arrange for the supplies needed by the Clerks, such as pencils, erasers, staplers, record sheets, clipboards, **extra schedules**.

AWARDS CHAIRPERSON

The Awards Chairperson is responsible for ordering the needed Ribbons and Awards (trophies) well in advance of the show date. The Awards Chairperson must be at the show during judging to be sure the clerks have their record sheets and ribbons and other awards. Special awards may be given for “Best Entry” in each division, also you may wish to have a “Best in Show” ribbon or award. The rules on how these are chosen should be very specific (decided by the show committee), and should be printed in the schedule.

PUBLICITY CHAIRPERSON

The duty of the Publicity Chairperson is to inform the Public about the show. The way this can be accomplished is by placing Advertisements in local Newspapers and Radio Stations, Public Service Announcements on Television Stations, and Flyers and Posters, depending on club finances. Also on B.C. Council of Garden Clubs website ‘Events’ page and their newsletter ‘The Bulletin’. Be aware of giving advance notice and early deadlines for printed publications. A sandwich Board or sign should be placed outside the Show on the day of the show to help in identifying the event. With permission, the Posters can

be placed in local Shopping Malls, Plant Nurseries, Stores and Businesses, and other Garden Club Newsletters. If you need help in this position, you may ask for help from individual club members to help distribute notices and posters – try to make the Posters neat and professional looking, so businesses will be willing to display them.

20th Annual Garden Club Show

CENTRAL GARDEN CLUB

Presents the

FALL HARVEST FESTIVAL

Saturday and Sunday

August 15 and 16, 1995

10:00 am to 5:00 pm

at

Busy Town Hall

on Main Street

Admission \$1.00

10 DOOR PRIZES

Entries from the Public

phone 604-555-1234

\$1.00 **\$1.00**

The Central Garden Club

20th Annual Garden Show

August 15 and 16, 1995

10:00 am to 5:00 pm

In the Busy Town Hall

10 DOOR PRIZES TO BE DRAWN – 5 EACH DAY

#126 #126

TICKET CHAIRPERSON

If there is to be a charge for admission, you may wish to have tickets printed in advance. The price of this admission should be decided by the Show Committee. The Ticket Chairperson should provide the Tickets and keep an accurate account of all pre-sale tickets and Door Admissions. Arrange for Ticket Takers during the Show Open Hours. Make a report after the Show regarding Ticket Sales and money and submit the Report to the Show Chairperson.

SHOW SECRETARY

The Show Secretary will handle all correspondence concerning the show. The secretary will be expected to attend Show Committee Meetings and keep accurate minutes of all topics and decisions covered at the meetings. Keep the Show Chairperson informed on the progress of the Show planning.



SHOW TREASURER

The Show Treasurer will be expected to handle all monies involved in the show. If a large flow of money is handled during the show, it is best to arrange for the Treasurer to periodically collect excess amounts of cash from each area (and leave a personal receipt for that amount), for immediate deposit in the Club's Bank account (or a specially set up local account) – this will avoid the hazard of theft/loss in the crowded public area – No member should be placed in jeopardy at any public event. All bills must be paid and all cash accounted for. Collect money from Ticket Chairperson and receive a copy of the ticket sales statement. Be sure to keep an accurate account of all money coming in and paid out (receipts/disbursements). Submit a financial statement to the Show Chairperson immediately after the show. Keep a copy of this statement, along with the Treasurer's Report. It is very important that accurate records be kept, accounting for all money received and paid out – this is one of the most frequent points of dispute in all public groups, and all accounting rules should be scrupulously followed so that no criticism can be leveled at anyone handling group money. The Show Expenses and Income will be part of the Club's Financial Statements and part of the Audit at year's end.

DISMANTLING COMMITTEE

(Clean Up Committee)

This committee will work very closely with the Staging Committee. At the close of the show, all tables and properties must be returned to their source. Properties belonging to the Club or Group should be returned in good condition to the storage area, and be available for the next show. Be sure that the showroom area is left clean and furnishings restored to their original place. Abandoned Show Flowers may be sold in bundles to the public, or donated to Nursing Homes, or Shut-Ins. It is imperative that the Show Schedule state what will happen to all the fresh flowers displays at the close of the show – no flowers or containers should be disposed of unless the entrant is aware that this will happen.

HOSPITALITY COMMITTEE

Committee members should be available to greet visitors and distribute schedules or programs (if you wish to have them available to the public). It is always a good idea to have a couple of members casually on the floor to police the security of the exhibits to be sure that they are not mishandled by the public. One major problem at many shows is the “removal” of winner’s ribbons, and the damage caused to delicate vases and displays, by the public picking up and handling entries. If your show lasts more than one day, you will need people to check the condition of exhibits (spent blooms, watering, etcetera).

In Design Entries, the entrants should be encouraged to keep a few matching blooms on hand, and may replace any that have become unattractive and to water their displays during the show (this will allow the public to appreciate these entries in their most attractive conditions). The committee may provide refreshments for the judges, clerks and other workers after the set-up or judging, if requested by the Show Chairperson. This matter should be discussed in detail at a meeting of the Show Committee. It need not be elaborate, perhaps just coffee and sandwiches.

SUGGESTED DIVISIONS

Suggested Divisions that may be used in a Flower Show Schedule (this was mentioned under the Schedule Chairperson’s duties).

1. **FLORICULTURE**– which includes all cut specimens, Flowers, Shrubs, and Trees. In a large show, you may wish to have separate Divisions for specialty blooms such as Gladiolas, Roses, and Dahlias, if you have lots of entries in these classes. Then again, it depends on the number of entries, the size of your show and the ability of your club members.
2. **VEGETABLES** – According to the season – includes Herbs.
3. **FRUIT** – which includes Berries and Nuts.
4. **CONTAINER PLANTS** – Includes House Plants (Indoor) and Outdoor Container Plants.
5. **HANGING BASKETS.**
6. **JUNIOR DIVISION** – A special section for children. Classes can be the same as those for adults – e.g. Vegetables, Fruit, Cut Flowers, and Flower Arrangements, if you wish.
7. **FLORAL DESIGN** – Always a hit with the public. A creative outlet for exhibitors.
8. **PRESERVES AND BAKING** – are sometimes included, for interest, but this will require special judges qualified for this category.
9. Categories for homemade Wine/Beer and Handcrafts may also be included.

SPECIAL EXHIBITS can be included in the show to draw a crowd and provide education for both members and the public. These could be Commercial Displays, Specialty Clubs, or a Specialty Grower who has a unique product.

A Display of club activities – pictures, newsletters, newspaper articles and a staffed membership table, may be helpful to obtain new members from the public visiting the show.

FUND RAISERS

Fund raisers help to offset the cost of putting on the show and make the event more interesting to the public. Some other items you may wish to consider are listed:

PLANT SALE – Held by club members. Plants grown and donated by members can be sold. Commercial plants can be purchased from Commercial Growers and sold for a small profit.

BOOK SALES – Both new and used books sell well. Try to keep them Garden related.

TEA ROOM – A nice social time for visitors and workers. Goodies can be donated by members, and a small charge made for the refreshments.

RAFFLE/DRAW – Prizes can be purchased, donated by members or collected from businesses in your area. Tickets will have to be purchased or printed – a government raffle license is often required, and must be applied for in advance.

SPECIAL EDUCATIONAL EXHIBITS

SPECIAL SPEAKERS AND DEMONSTRATORS. A special floor area may be set aside for special speakers or demonstrators during the show, at no extra cost to the public.

MASTER GARDENERS can be invited to attend, to give free advice on Gardening Problems to the public. In Greater Vancouver, contact VanDusen Gardens to enquire about Master Gardener volunteers.

COMMERCIAL BUSINESSES in your area may wish to support your show by putting on a small display. For example – Garden Products, Fencing, Bird Feeders, Nurseries, and Plant Specialists. Sometimes the Commercial Exhibitors are asked to pay a small fee or product donation for the floor space used. This is another way to offset your show costs.

AWARDS

The Awards to be offered must be decided by the Show Committee and printed in the Show Schedule. The committee must decide how much it can afford to spend for prizes. Ribbons may be specially printed for your club with the event name and date printed on them (if you do not date them, they can be used for other years). You may wish to use plain ribbons cut by hand from a roll of ribbon purchased from a craft store. This is perfectly acceptable. A rubber stamp with the Club or Event name, inked with a heavy-bodied printer's ink, is also quite effective. Self-sticking commercially printed award Stickers are also available.

Ribbons:

1st: BLUE
2nd: RED
3RD: white (USA uses yellow)
Honorable Mention: (optional)

Average **Award Ribbons** are 1 ½ inches wide, **Show Officials** and “**Best In Show**” category ribbons are often 2 inches wide. Some **Special Award** or **Official Ribbons** may be attached to a **Rosette**.



A set of ribbons is offered for each class number. However, if the judge does not feel an exhibit category has any entries worthy of award, they will not be given. For example, if there are only 3 entries in a class, it isn't necessary for all entries to receive an award ribbon. The Show Chairperson will guide the Judge's decision on how exacting or lenient the award standards will be for this show. Some considerations to be: recent weather and capability and experience of the members.

BEST IN DIVISION

You may choose to have large ribbons or a prize for the Best in Division (e.g. “Best Potted Plant”). That plant would be chosen from all 1ST place BLUE ribbon winners in the division (e.g. All Potted Plants). It MUST have a 1st place blue ribbon to be considered for Best in Division. This will be done for each division (if you do it for one). It is very desirable for the chosen exhibits to be properly named, for the information of the public. These exhibits may be placed on a separate table for display, after all judging is completed. It will create a focus of interest for the public, and show off the outstanding exhibits.

BEST IN SHOW

The “**Best-in-Show**” would be chosen from all Division Winners. If the Division system is not used in your show, this award can be chosen from all 1st place BLUE RIBBON winners and may be chosen by consensus of all judges involved in the show. This system can be used in Design section as well as Horticulture.

GRAND AGGREGATE

This is sometimes called Sweepstakes. It is an award for the exhibitor who acquires the most points or ribbons. It can be calculated by points, such as: 3 points for 1st place Blue; 2 points for 2nd place RED; and one point for 3rd place WHITE. **All** these decisions must be made by the committee and printed in the schedule.

DESIGN SECTION

*This can be called Floral Art, Decorative Class,
or Floral Design.*

If your Flower Show Committee has decided to include Designs in your show, you will need extra help. It may be worthwhile to include some categories for Novices only (for example, anyone who has not previously won a 1st place Blue Ribbon in a show) – this lessens the competition for new members, and can encourage people to enter their first public design. The schedule should be written by someone who is familiar with and experienced in the section. This person must have a knowledge of rules and terms used in judging. Referring to old schedules will give you an idea as to titles. You will need a Judge who is qualified to judge floral designs. Judges who are qualified for horticulture may not be qualified or certified in judging floral designs.

The Staging Committee must supply sufficient table space for exhibiting, and extra work area (table) for exhibitors to assemble their entries. In this section, you must specify in your schedule if a common backdrop will be supplied (and its colour and height – e.g. 36 inches), or if you wish each exhibitor to supply their own individual backdrop. In some small shows you may wish to use none at all. A 24 inch wide segment is usually the allotted space given for each design – marked out by the Staging Committee (except for miniature or small designs). This should be specified in your schedule. Ribbons and Entry Cards will also be required.












Pre-registration is usually required, so you will have an idea of how many tables and other space will be needed. Be sure to state your deadline date for registration and a contact phone number in your schedule (the person who takes these phone entries MUST arrange to be at home as often as possible, to accept the calls).

You will probably have noticed by now that I keep repeating – Schedule!
Schedule! Schedule!

This must be the most important part of your planning. It is the “Law of the Show”, and it controls all rules pertaining to the show.

A good, well-planned schedule will save a lot of arguments between the Show Committee and exhibitors. It will also avoid any errors and misunderstanding by the exhibitors.

EXHIBITOR’S RESPONSIBILITIES

-  The Exhibitor is responsible for reading the Schedule *thoroughly* and *clarifying* with the Show Chairperson any questions he/she may have concerning the schedule.
- Choose the best possible quality of Plant Material to exhibit.
-  Arrive with adequate time to Enter and Place your Entry. Check to see that your Entry Card is correctly filled out, and that your exhibit is correctly placed.
-  Name your Exhibit, if possible, as it adds to the educational value of the show.
-  Be sure to add water to your containers, to ensure that they will last for the duration of the show.
Use proper etiquette - Don't move other people's exhibits, only a Clerk or Show Chairperson can do that!
-  Accept the fact that the Judges' decision is final, and that they have done their best to evaluate the show.
-  Criticism about the Judges' decision only produces hard feelings among the other entrants in the show - accept both success and failure with good grace. Save your complaints for your friend's ears.
-  If you feel you have an unresolved complaint about the show or the judging, please be sure to submit it in writing to the show chairperson- before the close of the show.
-  Be present at the show closing to pick up your exhibits. The workers at the show are anxious to complete their clean-up and leave the exhibition hall.
-  If award cheques are issued, be sure to cash them by the stated date. This allows the Show Treasurer and Chairperson to finalize the show's accounting.
-  Exhibiting should be enjoyable. Winning is great, but it is not the sole purpose of entering the show.
-  Don't leave it at home – it will never have a chance to prove its merit.

SCHEDULE RULES

These are suggested rules only, and must be reviewed and adjusted for the needs of your show.

1. The Schedule Cover must list the Date, Time, Place, Address, Sponsor, Hours of the Show and Admission charge, if any.
2. The schedule should list Committee Members and Club Directors, or Executive, and a Contact Telephone Number.
3. All Exhibits must be grown by the exhibitor, except in the Design division.
4. State who is eligible to enter the show – members only, or anyone who wishes to enter.
5. If you have a category for Novice entries, clearly define what a Novice is – e.g. a person who has never won a ribbon (may be any ribbon, or a 1st place Blue ribbon) in a show.
6. Prizes offered – Ribbons, Cash, Trophies and Special Awards – and the qualifications for them.
7. Containers – who is to supply them – the exhibitor or the show committee?
8. Is pre-registration necessary? Does an entrant submit an enclosed form, or contact a named person – phone number to be included?
9. State what Day the items must be entered and the Entry Placement Times (7:00 am to 10:00 am) and the Entry Close-off Time.
10. State the Time of Day that the Official Judging will occur.
11. The Chairperson will rule as to the proper class for any entry (or a person appointed by him/her) and has the authority to Sub-Divide Classes, or Add Awards, if he/she feels it is necessary.
12. Only Show Committee and Judges will be present during Judging.
13. How many Entries can a person enter in a class, and what are the conditions that apply (e.g. different colours or varieties, etc.)?
14. Judging Standards to be used. (e.g. B.C. Council of Garden Clubs Standards).
15. Clearly state Removal time for exhibits from the show, not to be removed before the published closing time, and how they will be removed; (e.g. by whom – theft prevention).
16. Disbursement of Exhibitor's cut plant material, and your rights pertaining to this – are they to be sold at the end of the show, or given to a nursing home, etc.
17. State that the Club has the right to refuse any entry.

18. Complaints or comments about the show by exhibitors should be submitted to the Show Chairperson before the close of the show – IN WRITING – preferably within the first hour or two of the opening of the show.
19. In the event of a protest or dispute, the exhibitor must agree to make his/her garden available for inspection, as necessary.
20. All Challenge Trophies are the property of the –‘name the garden or floral design club’ – Club and must be returned one year after winning. All Awards not claimed by the exhibitor within 30 days of the close of the show will be forfeited.
21. No Awards will be given where, in the Judges’ opinion, exhibits are not of sufficient merit.
22. Exhibitors should name all exhibited plant material, if possible.
23. For Liability purposes - clearly state the Club (name the club) will not be responsible for loss or damage to exhibitor’s containers and personal effects, however caused.

DUTIES OF THE CLERKS

1. Each Clerk will be supplied with a Clipboard, Pencil, Eraser, Record Sheets, Stapler, Ribbons or Stickers, and a **Show Schedule** by the Clerks Chairperson
2. Two Clerks per Judge is ideal, but this is not always possible. The Clerk will pre-check entries in each Class, to be sure that they are all tagged (before the judging). The Show Chairperson will specify how this is to be done, and how any errors will be corrected.
3. The Clerk may be asked by the Judge to move exhibits for easy viewing, during judging.
4. Clerks may move exhibits to another class, if they have been incorrectly placed by the exhibitor, but only with the permission of the Show Chairperson.
5. The Judge may ask the Clerk to call the Show Chairperson if an exhibit is in question.
6. The Clerk should not interrupt the Judge, unless help is requested.
7. Clerks must not repeat comments, or challenge the Judges’ decisions.
8. Clerks should not enter exhibits in the category (Division/Class) in which they are working (the Show Committee should set the policy).
9. Inform the Judge as to the Number of Entries to be judged in each Class, and check to ensure that all have been considered (Occasionally, some may be accidentally missed by the Judge – *this is the clerk’s responsibility*).
10. After the Entry Cards are Marked by the Judge, the Clerks will Record the Results on Special Record Sheets (supplied by the Clerks Chairperson).
11. Place, or Attach the Ribbons or Stickers to the Entry Cards (Stapling is suggested, as it avoids the loss/disappearance of ribbons).
12. The Clerk must ensure that exhibitor’s cards are NOT opened until ALL the awards including any ‘Special Awards’, ‘Best in Class’, ‘Best in Division’ and ‘Best in Show’ have been decided.



HINTS

Before you decide to have a regular show – you may wish to have Parlour Shows at your monthly meetings. This is a MINI SHOW, run like a regular show, but on a small basis. Appoint a Parlour Show Committee. A schedule is printed in the club newsletter or issued to each member. The displays are brought to the meeting and set up in the meeting room, to be considered as part of the program. Parlour show exhibits are usually marked out of 5 points, and recorded by a clerk. Ribbons are not awarded, but you may wish to give a prize or prizes at the end of the year to the person with the most points. Some groups give plants or cash prizes (4 or 5 cents per point) to all exhibitors who earn a set minimum number of points over the year.

A Judge can be invited to critique the show bench. This is a good practice for members, and an educational part of your regular meeting. If you need help – don't hesitate to ask another club for advice.

Collect Schedules from other Club Shows. This will give you lots of ideas and help you to decide the direction or form that is suitable for your club's show. Try to attend other Club Meetings and Shows. It is easier to understand the operation of shows if you have an understanding of the way in which other groups hold and organize theirs.

At the close of the Show, it is a good idea to ask all non-Exhibitors to leave the floor before any exhibitor is allowed to remove entries – frequently, in a rush to clear the hall, someone will walk away with another person's entry, whether accidentally or deliberately. Many Award Ribbons and whole displays are taken from Shows – no valuable or antique objects (vases or accessories) should be used in any public exhibit, and Show Committee should take precautions to eliminate or minimize these occurrences.

Liability Insurance to cover injuries to the public should be considered – information is available from B.C. Council of Garden Clubs.

GLOSSARY

These are commonly used terms in a Flower Show Schedule.

A.O.V. - Any other variety not listed in a division.

Amateur - One who cultivates any art or pursuit for the love and enjoyment of it, instead of professionally for remuneration.

Annual - A plant that completes its life cycle in one year.

Biennial - A plant which normally requires two growing seasons to complete its life cycle, with vegetation the first year and flowering or fruiting the second year.

Bloom - (1) A fine powdery or waxy substance, which is a natural covering for certain fruits: e.g. grapes or plums.

Bloom - (2) An individual flower or composite head: e.g. Dahlia.

C.V.A. - Color variance/variation allowed.

Cactus - A family of fleshy plants, generally without leaves on mature stems, having areoles from which the spines, branches, and/or flowers arise.

Collection - A group of specimens, minimum of 5, judged for cultural perfection, with artistic effect secondary. Can be flowers, fruits, plants or vegetables. The schedule should state how these are to be displayed.

Composition - A composition may consist of dried, weathered, or treated materials, and/or accessories - with or without fresh cut plant material.

Condition - The physical state of plant material at the time of judging. Refers to cleanliness, freedom from blemish and disease, tears or insect damage, etcetera.

Crown - The Basal portion of a plant stem near the ground (soil): i.e. African Violets.

Cut - Includes side shoots with multiple flowers and buds, including leaves.

Design - A design may be either an arrangement or a composition.

Dish Garden - A miniature landscape in an open flat container. Accessories may be permitted, if stated in the schedule.

Disqualify - Removal of an entry from consideration, because of nonconformance to schedule requirements – usually referred to as N.A.S. “Not According to Schedule”. A written reason should be given.

Distinct - One color - one variety.

Distinction - Marked superiority in all respects.

Dried Plant Material - Plant material from which the moisture has been removed, either naturally or by artificial means.

Exhibit - a floral exhibit consists of fresh cut plant material in a container, with a base, if necessary.

Floriferousness - Abundance of high quality flowers.

Flower Arranging - The Art of organizing the design elements of plant material and other components according to the design principles, to obtain beauty, harmony, distinction and expression.

Herb - Savory, aromatic group of plants used for medicine, food, flavour, scent or dyestuffs.

Herbaceous Perennials - Plants with non-woody stems which die down to the ground each year, but resume growth in the Spring.

Horticulture - The art and science of cultivating gardens, growing flowers, fruits, vegetables, ornamental plants, etcetera.

Junior Entry - An entry by children or youth - usually eligible to the age of 16. (Schedule to specify the ages).

Kind - (Genus) Sort of plant: e.g. Roses / Carrots.

Miniature Design - A design measuring no more than 5 inches (12.5 cm) in width, height and depth. All design principles apply, but scale and proportion are the most important.

Named - Bearing a label with the correct botanical name, variety or cultivar, as schedule specifies.

Novice - An exhibitor who enters the show for the first time or who has not won a 1st place blue ribbon at a previous show. This detail should be clarified by your show committee (and specified in the schedule).

Nut - A dry hard-shelled fruit.

Perennial - A plant which lives for more than 2 years and typically produces flowers and seeds each year after reaching maturity.

Shrub - A plant with several woody stems: e.g. Heather (smaller than a tree).

Soft Fruit - Fruits having a soft texture and numerous seeds, such as blackberries, currants, gooseberries, raspberries, and strawberries.

Specimen - An individual exhibit in a flower show, for example: a fruit or cut bloom, container plant, etcetera.

Spike - A lengthened flower cluster, whose flowers are practically stemless: e.g. Gladiolus.

Stem - The major supporting structure of a plant to which buds, leaves and flowers are attached.

Stone Fruit - Fruits having a large hard coated seed, such as apricot, cherry, peach and plum.

Substance - The quantity and quality of material in a plant, usually in the petals and/or leaves. In judging - the firmness, freshness and texture of the flower petals and leaves.

Succulent - Any plant with thick fleshy leaves or stems, adapted to live under arid conditions.

Treated Plant Material - Dried material whose appearance has been altered, but is still recognizable as plant material. This includes glycerinizing, painting, or altering by any method.

Truss - A compact cluster of flowers or fruits growing from one stem - as rhododendrons, tomatoes.

Uniformity - Similar in size, color, shape and other characteristics. A factor used in judging more than one item in an exhibit.

Varieties - Means a cultivated named kind: e.g. "Harkness" is a Rose variety.

Vegetable - An herbaceous plant, or part of it, grown for food. Included are certain fruits, or botanically so classes, which are grown and eaten as a vegetable: i.e. rhubarb, tomatoes.

Wedging - Insertion of material such as foil, wood wedges, in the neck of the horticulture container to hold specimens in the proper pose. Must be neat and inconspicuous.

SOURCES OF INFORMATION

1. B.C. Council of Garden Clubs
"Judging Standards" (revised 1990, 2008)
2. National Council of State Garden Clubs (U.S.)
"Handbook For Flower Shows" (revised 1992)
3. The Horticultural Show Handbook
Royal Horticultural Society (Britain) (revised 1990)
4. National Association of Flower Arrangement Societies (NAFAS)
Judges Manual (revised 1989)