

"A show is an excellent educational tool both to encourage quality and variety in our horticultural endeavours. Anything that encourages horticultural shows, judged or not, is a positive. Shows that are open to the public or open to members only are beneficial. As prizes shows may offer stickers to ribbons to people's choice awards. Grander awards could be sponsored by commerce or in memory of a loved one. Mini shows or a show with the wide variety of fall season plants and hobbies are some of the many possibilities. Regular fall shows miss peak bloom time for some specialty crops, so mini shows expose more of the variety of plants that are out there. Shows can be open to all age groups. Participation in a local or in SHA provincial show are great ways to advance horticulture. "

## SUGGESTIONS TO ASSIST IN PLANNING A LOCAL SHOW

-courtesy WWHS, 2024

### 6-8 Months Before the Show the Planning Committee Has Many Decisions to Make

1. Create your show book. Consider the Classes and Sections you want to include. Consider what awards and prizes you will want. Consider when you want the Awards Presentation. Consider entry fee rates. Its very useful to create a pdf format. Some books will still need to be printed.
2. Select a show date.
3. Facility should be booked ASAP after the show date has been decided. Book it for the day before the show in order to set-up in the afternoon and then to accept entries in the evening AND also book it for the whole day for the show. ( morning entries, judging, lunch, public display, Awards, other.)
4. Contact previous sponsors of "Awards" to verify that they will donate again. If the sponsor is willing to commit for 2 years in advance it's less work for the next show. Contact potential new award sponsors if necessary. Prepare Awards: certificate envelopes, or trophies etc. as previously determined.
5. Create the Show Book cover. It will include location and date. The cover can be changed every year. Much of the contents of the Show Book remains the same year to year.
6. Determine the Judges. They can be accredited or not, depending upon the type of Show you are hosting. Some Classes may be people choice awards and so on. You will need judges in each area of expertise that you have decided to include in the show. Ex: A judge for the baking if you include baking.
7. Send the Judges a copy of the finalized "Show Book." They need to arrive early enough as judging starts punctually. Their lunch meal is paid and mileage are paid for by the society. We have provided a pot luck for the workers and judges but confirm a catered meal if you chose. Prepare the Judges payments.
8. Based upon the prizes to used in each class and section, as per the show book, make purchases or have cash on hand for the prizes. Organize these in envelopes for delivery to winners. These can be delivered any time the show is open to the public, as not all people will attend the Awards Presentations.

### About 2 Months Before the Show Confirm Working Teams:

1. Advertising: Plan advertising to be released about 1 month before the show. Consider posters, social media, invitations to other clubs to participate. EX: quilters. Alert the local media outlets and request

coverage. Take lots of photos. Get permission from people before taking or using their photographs. Remind media a few days before the event.

2. Entry tags should be available to exhibitors well in advance of the show. Local printers may be able to sell them to you. Encourage exhibitors to request an exhibitor's number and complete their entry tags well in advance of exhibition. It can be very hectic as entries are placed in the show hall.

3. Facility: Set up display tables for the exhibitors and for admission's, membership sales, raffles, lunch and so forth as needed. This might also be the clean up crew. Items you may need to display exhibits:

- core plastic boards for attaching photos
- metal racks for hanging potted plants
- your society's signage
- signs to identify potential classes. These need to be taped to the table or set in blocks/frames that can be moved readily. They can be removed if there are no entries in that section.
- Black plastic to cover tables is protective and enhances displays.
- Dividers between entry sections...strip of the pieces from a miniblind work well. So does tape. This has to be moveable because it is impossible to know the total number of entries beforehand.
- Clerk sheets, clip boards and pencils.
- Bottles and wedges to secure gladioli entries

4. Reception and Directors for Exhibitors: They will attend both the evening before and morning of the show. Register exhibitors and verify their information. Collect fees- so a cash box will be needed. Assist exhibitors if possible, in finding the correct display area, or providing tape, rulers, extra pen, watering can, and providing an area to finalize exhibit appearance after travel etc.

5. Admissions and Membership Sales. Will need cash box.

6. Two Society Assistants per Judge. One assistant to keep track of results. You will probably want a clipboard, pencil and show book for reference. You may need a ruler for the judge. The more expediently results can be sent to the tabulators, the sooner they can begin what is a time-consuming job. The second assistant opens entry tags and tapes on stickers or ribbons of recognition. Both assistants are to remain as silent as possible, but assist in any requests the judge may have. Encourage the judge to make remarks on the backside of the entry tag to promote horticultural education.

7. Tabulators track the points awarded to exhibitors from all the exhibition entries. Thus, aggregates and total prize money per exhibitor are determined. Use of a spread sheet that you construct can be really useful.

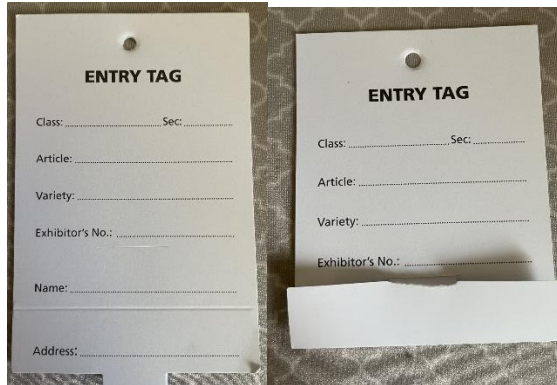
8. Awards Presenters and MC for the Awards EX: Often the President or Show Chair, but sometimes the people providing the award will want to present it to the winner.

9. Pot luck Lunch if desired.

10. Fund Raising. EX: coffee and dainties, raffle, soup and sandwich or optional activity that you decide to undertake.

11. Decorations: It's nice to decorate the entry but not a required effort.

1. Example of Entry Tag:



2. Example of Awards Prestation outline:

2023 – August 17th –Shellbrook Community Hall, , 4:00p.m.  
Order of Presentation – WWHS 58<sup>th</sup> Annual Show

**1: Best Craft Item in Show**----- Award donated in Memory of Myrtle Naslund, Donated by Beryl Peake

Winner-

Points -

**2: Best Photograph in show**-----Award donated by Gloria Cameron

Winner-

Points -

**3: Best Plant in show**-----Award donated In Memory of Gerda Hanson,  
Donated by the Sven Hansen family

Winner -

Points -

**4: Best Dahlia in show** -----Award donated by Thelma Bazley

Winner

Points

**5: Best Gladioli in show** -----Award donated by Judy Bischler in memory of Irene Bischler

Winner –

Points

**6: Handicrafts Aggregate**-----Award donated by Shellbrook Flowers n More

Winner –

Points -

**7: Baking Aggregate**-----Award donated by Barb Person

Winner –

Points -

**8: Cancelled this class - ~~Teen Reserve Aggregate~~** -----Award donated by Woodland Pharmacy They now compete in the adult classes

**9: Cancelled this class - ~~Teen Aggregate~~** -----Award donated by Sylvia Rogerson They now compete in the adult classes

**10: Junior Reserve Aggregate** -----Award donated by Mumm's Sprouting Seeds

Winner –

Points –

**11: Junior Aggregate** -----Award donated by Thelma Bazley in memory of Sharon Cymerys

Winner –

Points -

**12: Beginner Reserve Aggregate**----- Award donated by Allan Daku

Winner –

Points -

**13: Beginner Aggregate** ----- Award donated by Tait Insurance

Winner –

Points -

**14: Fruit Aggregate** -----Award donated in Memory of Dr. A. J. (Bert) Porter by Judy Harley

Winner –

Points -

**15: Vegetable Aggregate**-----Award donated in Memory of Jake Jacobs  
by Joan Sommerfeld

Winner –

Points -

**16: Potted Plant Aggregate** -----Award donated by the Dobson Family

Winner –

Points -

**17: Cut Flower Aggregate**-----Award donated by Irene Kustiak

Winner -

Points -

**18: Flower Arrangement Aggregate**-----Award donated by Beau Lac Funeral Home

Winner –

Points -

**19: Reserve Aggregate**-----Award donated by Back to Your Roots – Soil Solutions – Shellbrook

Winner –

Points -

**20: Grand Aggregate** -----Award donated by Honeywood (Dr. A.J. Porter) Heritage Nursery Inc

Winner –

Points -

Walter Willoughby Horticultural Society donates \$30.00 annually to encourage new exhibitors. Prizes are awarded on a point system.

1<sup>st</sup> prize -\$15.00 # points \_\_\_\_\_ Winner\_\_\_\_\_

2<sup>nd</sup> prize -\$10.00 # points \_\_\_\_\_ Winner\_\_\_\_\_

3<sup>rd</sup> prize -\$5.00 # points \_\_\_\_\_ Winner\_\_\_\_\_

Raffle Prize Winner

Door Prize Winner

3. Photos

