

Hosting a GCV Flower Show

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Hosting a GCV Flower Show

The Garden Club of Virginia sponsors three flower shows a year: the Daffodil Show in the spring sanctioned by the American Daffodil Society; the Lily Show in the summer sanctioned by the North American Lily Society; and the Rose Show in the fall sanctioned by the American Rose Society. Individual GCV member clubs throughout the Commonwealth host these shows for two consecutive years, working closely with the GCV Flower Shows Chairman and the appropriate GCV Daffodil, Lily or Rose Chairman.

General Guidelines

1. Select capable Host Club Show Co-Chairmen at least two years in advance.
2. Establish these suggested committees
 - a. Artistic Passing
 - b. Artistic Tabulation and Awards
 - c. Clerks and Runners - Artistic
 - d. Clerks and Runners - Horticulture
 - e. Container Return
 - f. Horticulture Passing
 - g. Horticulture Tabulation and Awards
 - h. Hospitality
 - i. Judges
 - j. Printing
 - k. Properties
 - l. Publicity
 - m. Registration
 - n. Schedule
 - o. Staging
 - p. Treasurer
 - q. Workroom and Cleanup
3. Consult with the GCV Flower Shows Chairman and the appropriate GCV Daffodil, Lily or Rose Chairman for advice and assistance. **There is always help available.**
4. Solicit information from previous Host Club Co-Chairmen and from the GCV Flower Shows Chairman.
5. Host Club Show Co-Chairmen and all Committee Chairmen attend the two preceding shows (same flower) to observe and learn by “shadowing” the predecessors and assisting, if asked.
6. During a Host Club’s second and final show, allow upcoming Host Club Committee Chairmen to evaluate the condition of the properties. The upcoming Host Club makes arrangements for storage of any properties needing repairs, painting, etc. This is necessary because access to the permanent storage facility in Richmond is not possible and properties cannot be delivered to a show site far enough in advance of a show to complete necessary work.
7. Submit requests for property replacements or additions, along with written cost estimates, to the GCV Flower Shows Chairman and the GCV Daffodil, Lily or Rose Chairman.
8. The GCV has liability and property insurance covering all GCV activities. Contact the GCV Executive Director to obtain a certificate of coverage.

Suggested Time Line

36 months

1. Appoint Host Club Show Co-Chairmen and key Committee Chairmen.
2. Start the search for show location.

24 months

1. Set show date. Please do this in conjunction with the FSC and appropriate Flower Committee chairmen to ensure that it is optimal bloom time, and free of conflicts. Alert the Chairman in charge of BOG and Annual Meeting scheduling to avoid conflicts.
2. Choose show location.

3. Prepare budget.

Please consider the following approved options for lowering your costs:

Flower Show Suggested Expenses-Approved by FSC 9/2015

Average cost of Facility: \$4,850. Clubs are encouraged to look for less expensive venues - VFW halls, churches, recreation centers, community centers, or locations with lower-priced weekend options (if there is Friday afternoon option for delivery and set-up) - this might be good for attendance! If smaller spaces are only reasonable option, please announce that in online schedule - participants can be warned in advance that it may be better to arrange at home or in hotel - likewise horticulture presentations.

Cost of box lunches: \$1,120. These can be pre-ordered and paid for by those who wish them. Right now there is a lot of waste, and the cost per person is not a heavy personal outlay.

Expenses for Judges Dinner: \$2,700. This is the second largest expense for a show, and the above figure is lower than actual cost as frequently clubs receive a lot of donated time/money in this category. Our upcoming hosts expressed the feeling that they were obligated to be as fancy as the shows before them. The clubs should understand that the point is to allow a time for sociability, as well as a thanks. The participants have the most fun moving around the room catching up with everyone, rather than sitting down to a formal meal with assigned seating. Everyone enjoys more casual or home cooked meals. We want clubs to feel free to create a casual and more affordable dinner setting. Because the horticulture judges travel long distances, and provide a unique and important service to our shows that we can't do ourselves, they should be treated to dinner. The GCV committee members and judges should be willing to consider it a Dutch treat affair (maybe \$40) as they do not travel as far, and frequently pay for their own meals at GCV functions.

Printing Costs: \$2,150. All clubs should consider publishing the full schedule on-line only, and creating short flyers for the show. The shortened form should also be online, so show workers and exhibitors can print from home and have an easy reference for judging, entering classes, etc. GCV members and clubs and appropriate horticultural societies should be notified of the change and given the website information. Flower Shows are on a public site.

Postage: \$250. See printing costs above. Include a space on the horticulture registration card asking if participants want their ribbons mailed. Artistic ribbons are mailed with the containers.

Aprons: \$800. The GCV FSC will provide generic aprons to host club workers to be reused at each show if aprons don't already exist in the properties passed from host club to host club.

4. Discuss plans for educational/conservation exhibits with appropriate GCV Daffodil, Lily or Rose Chairman.
5. Plan staging and floor plans.
6. Attend GCV flower shows.

12 months

1. Present staging floor plan for approval.
2. Present show schedule to GCV Flower Shows Committee for approval.
3. Appoint Committee Members.
4. Arrange for lodging accommodations.
5. Arrange for box lunches.
6. Attend the applicable GCV Daffodil, Lily or Rose Show.

4-6 months

1. Arrange for additional personnel: Clerks and Runners, Artistic Passing and Workroom helpers.
2. Post approved show schedule. If possible, print an abbreviated schedule with artistic and horticulture class descriptions for distribution.
3. Submit request for awards cards.

4. Send publicity releases.
5. Arrange for traffic control and security if necessary.
6. Arrange for delivery and pickup of show properties. This **must** be done through the GCV Executive Director at Kent Valentine House. Also, alert her as to how many tables are required. They are not part of the individual show properties, and need to be requested separately.
7. Email invitations to Horticulture Judges.

2 months

1. Post show schedule on GCV website, via the GCV Communications director. This requires lead time of 1-2 weeks.
2. Open registration and acknowledge entries.
3. Email invitations to Artistic Judges (names will be provided by the GCV Judges Chairman).
4. Remind Committee Chairmen to keep good records for required reports.

1 month

1. Email all other invitations.
2. Check supplies for Clerks and Runners and Workroom.

Show Time

1. Receive properties.
2. Stage show.
3. Provide hospitality.

After the Show

1. Supervise show breakdown, return containers, cleanup.
2. Arrange for remaining ribbons and award cards to be mailed to exhibitors.
3. Send copy of Award and Ribbon winners to GCV Communications Director for posting on website.
4. Attend GCV FSC meeting following your show. Return GCV banner and pole, and GCV tablecloths if not already returned. Pass on your updated Show notebooks and any other supplies to next year's host club chairmen.
5. Send final Co-Chairmen's and Committee Chairmen's reports to GCV.
6. Write thank you notes.

Who is Responsible for What?

GCV Flower Shows Chairman

1. Present Host Club's proposed show date to the GCV President, the GCV Board of Directors and the appropriate GCV Daffodil, Lily or Rose Chairman for approval. Upon approval, notify the GCV Corresponding Secretary for inclusion in the calendar and post the date on the GCV website.
2. Coordinate dates and locations with GCV Annual Meeting and BOG Chairman.
3. Proof and approve staging floor plan.
4. Proof and approve show schedule.
5. Advise and assist Host Club whenever possible.
6. Purchase GCV pewter cups for upcoming shows.
7. Assist the Awards Chairmen and the President of the GCV in arranging for presentation of awards.
8. Maintain a record of all Inter Club ribbons at each show. These are tabulated to establish the winner of the Annabel Josephs Inter Club Artistic Award at the Annual meeting.
9. Write letter of appreciation to Host Club after the flower show.
10. Collect a full show report from Host Club Show Co-Chairmen and file with the previous three years' show reports.

GCV Chairman of Artistic Judges

1. Assist the GCV Flower Shows Chairman.
2. Serve as contact for artistic exhibitors with show schedule questions. Discuss with Artistic Passing Chairman and record questions and answers.
3. Provide a list of Artistic Judges to the Host Club Judges' Chairman.
4. Provide the Host Club Judges' Chairman with a list of panels of three accredited and one Student Judge for each class.
5. Arrange a time and place with host club to instruct the Judges, usually the day before the event, and also a place for a briefing prior to the judging.

GCV Daffodil, Lily, or Rose Chairman

A GCV Daffodil, Lily or Rose Chairman may not be a competitive exhibitor in any show in which she has been or may be a consultant in her special field, i.e. Rose Chairman in Rose Show, etc. (Board of Directors Meeting minutes, Oct. 1965)

1. Collaborate with Host Club and GCV Flower Shows Chairman to establish suitable show date, location, floor plan and budget. Assist with details as necessary.
2. Assist in preparation of Horticulture section of show schedule. Approve the final draft.
3. Furnish a list of Horticulture Judges to the Host Club Judges' Chairman.
4. Assist the Host Club in securing qualified persons to help with classification at the time of the show.
5. Exhibit a display of garden specimens and/or exhibit educational display.
6. Furnish, for sale, any publications deemed helpful and educational.
7. Remain on the show floor during the hours exhibitors are entering specimens, to advise, classify and assist exhibitors. A committee member who is a judge may do this if chairman is busy elsewhere.
8. Remain on show floor during judging to answer any questions the Horticultural Judges may have regarding classification, placement, etc.
9. Consult with the GCV Flower Shows Chairman regarding any addition to or replacement of properties necessary for the Horticulture section of the show.
10. Meet with Clerks and Runners to give pertinent instructions prior to judging.

Host Club Flower Show Co-Chairmen

Host Club Flower Show Co-Chairmen supervise the entire show, coordinating the activities of Committee Chairmen and serving as liaison to the GCV Flower Shows Chairman. The job is time-consuming and demanding, requiring knowledge of every aspect of the show.

Host Club Show Co-Chairmen will attend meetings of the GCV Flower Shows Committee at least one year before the first scheduled show and during the two years of the shows under their supervision. Host Club Show Co-Chairmen will work closely with the GCV Flower Shows Chairman and with the appropriate GCV Daffodil, Lily, or Rose Chairman. She and her Committee Chairmen will attend the two shows preceding hers, observing and "shadowing" the chairmen. Previous experience in exhibiting is helpful but not mandatory, providing there are experienced exhibitors in the sponsoring club.

Before the Show

1. Obtain copies of previous show records from the GCV Flower Shows Chairman and the previous Host Club Show Co-Chairmen.
2. Study and understand each area of the show, including needed personnel.
3. Select Committee Chairmen and confer frequently with each one to monitor her progress. Schedule periodic meetings of all Committee Chairmen.
4. Send names, addresses, email addresses, and telephone numbers of the Committee Chairmen to the GCV Flower Shows Chairman and to the appropriate GCV Daffodil, Lily, or Rose Chairman.

5. Establish show dates well in advance of the show. Submit proposed dates to the GCV Flower Shows Chairman and appropriate Daffodil, Lily or Rose Chairman for approval by the GCV Board of Directors.
6. Be in touch with the Executive Director of the GCV to obtain a certificate of insurance for your show.
7. Work with the appropriate GCV Daffodil, Lily, or Rose Chairman to select a show location. Requirements for the location will include:
 - a. A space with adequate and convenient parking
 - b. Registration and entrance should be obvious and marked with signs.
 - c. Space for educational materials-it is a vital part of our mission.
 - d. Good lighting and temperature control is important.
 - e. Adequate hospitality area
 - f. Adequate security provisions
 - g. Access for the physically challenged
 - h. Adequate showroom space for both the Horticulture Division and the Artistic Division, based on the show schedule and the anticipated number of entries in the various sections and classes (2800 minimum square feet for Daffodil, 2500 minimum square feet for Lily and Rose is optimum, but may not be possible).
 - i. Plan on mixing artistic and horticulture exhibits in the same space to the extent possible. It creates a more striking show visually, and is required by some of the co-sponsoring flower societies.
 - j. Appropriate ceiling heights, location of windows and doors
 - k. Adequate workroom spaces. Workroom and meeting space is as important as showroom space. Workrooms require water, by one method or another. It is preferable to have workrooms and showrooms on same level, but if not there should be an accessible elevator.
 - l. Think about your aisles. During judging, there are as many as ten judging teams working, and each team has 7 members including clerks and runners. As a reminder, judging takes place from the front at a distance of three feet.
 - m. In both artistic and horticulture classes, don't split the classes if possible. A lot of the judging involves comparisons at the end that are hampered by distant placements.
 - n. Remember that some arrangements must be done in place i.e. floor design, challenge classes, etc.
8. Ensure that the cost is within Host Club's show budget (See budget suggestions in timeline above.)
9. Work with Treasurer of the Show to prepare a budget, basing it upon financial ability.
10. Request seed money from the Garden Club of Virginia as allocated for the show.
11. Obtain the GCV logo tablecloths, GCV banner and pole stand, trophies and awards, GCV ADS ribbons (Daffodil Show), and Award cards at the KVH at the FSC meeting preceding your show.
12. Regularly review and approve decisions made by all Committee Chairmen.
13. Consider planning an activity (garden tour) or local venue of interest (botanical garden, museum, historical site) for club members who choose to stay until the awards ceremony but are not involved in the judging.

During the Show

1. Supervise show set-up.
2. Wi-Fi capability if possible and iPads for referencing Horticulture is also important.
3. Be available at all times to answer questions, to provide directions, and to do whatever necessary to assure a smoothly run show.
4. Remain on the show floor during the judging process.

After the Show

1. Supervise show break-down and clean-up.
2. Receive reports from each Committee Chairman. These will be available for use by the next Host Club (same flower).
3. Submit a full report of the show to the GCV Flower Shows Chairman and the appropriate GCV Daffodil, Lily or Rose Chairman. Please fill out [01A Flower Shows Financial Form](#) and return to the GCV Flower Shows Chairman.
4. Thank Committee Chairmen and others for their work.
5. Return tablecloths, GCV banner and pole stand, GCV Annual Daffodil Show ribbons (Daffodil Show only), award cards, and trophies to the KVH at your wrap up meeting with the FSC.
6. Send thank you notes to the following: **(these names should be verified with GCV Executive Director to make sure they are current)**

Mr. and Mrs. Charles G. McDaniel (Mary Wynn and Charlie)
"The Sentry Box"
133 Caroline Street
Fredericksburg, VA 22401

Wesley Austin
General Manager Hilldrup Moving and Storage, Inc.
2314 Dabney Road
Richmond, VA 23230

Casey Odea
Hilldrup Moving and Storage, Inc.
2314 Dabney Road
Richmond, VA 23230

Host Club Flower Show Committees

Artistic Passing

The Artistic Passing Committee determines whether an entry has fulfilled class rules as detailed in the schedule. The work of an artistic exhibitor cannot be judged until it has been passed by the Artistic Passing Committee. In no instance will a Passer make a judgment on the design qualities of an exhibit or whether the exhibitor has properly interpreted the class. Committee members are responsible for checking each Flower Show Exhibitor Entry card to be sure that GCV is checked for members, that Novice is checked where appropriate, and a "P" is on the card for exhibits passed.

The Artistic Passing Chairman is a GCV Artistic Judge or an experienced exhibitor. She works closely with the GCV Artistic Judges Chairman in responding to exhibitor questions. She attends the Judges' meeting prior to the show and is available as a resource to her committee during passing of the exhibits.

The GCV Flower Shows Chairman will appoint a member of the GCV Flower Shows Committee to assist Artistic Passing on the days that entries are accepted.

Guidelines

1. Each Passer should have a copy of this page with her on the floor.
2. The GCV Head Passer will remain on the floor at all times during the placement of exhibits, and during judging at the discretion of the Host Club Co-Chairmen.
3. The Passers may not touch the exhibit.
4. Once in place and passed, an arrangement may not be moved or touched except for watering.
5. After all arrangements are in place, exhibitor entry cards must be "folded up" and club name plaques turned over so there can be no identification during judging.
6. An entry that has been passed must be judged.

Checklist

1. The arrangement must conform to dimensions specified in the schedule.
2. If an arrangement does not conform to the dimensions specified in the schedule, be as generous as space permits in allowing small infractions. If the size is truly too large for the space and has the potential of interfering with another arrangement's space, the arranger has the option of attempting to correct the problem. If time does not permit, or if it is not possible to conform, the arrangement will, with the permission of the GCV Flower Shows Chairman, remain in place, but be designated "For Exhibition Only". A brief, constructively worded statement explaining why it could not be judged should be displayed.
3. Passers will verify that the arrangement is entered in the proper class.
4. Passers will verify that the arrangement has the correct Section and Class number as well as the "Variety" (in Artistic classes the title or theme of that class).
5. Passers will verify that the entrant's name, address, and garden club are on both the upper and the lower portions of the exhibitor entry card. They also must make sure that the novice box is checked if appropriate.
6. A 3x5 card listing all plant material, followed by "G" for garden grown or "F" for florist must accompany each design. A Pot-et-Fleur design must include "R" for rooted material or "C" for cut material.
7. A 3x5 card of intent, when required by schedule, should accompany each design, and if it is not prohibited by the schedule, it may accompany a design.
8. When the arrangement has been passed, the exhibitor's entry card should be marked with the letter "P" in the top right corner with red ink.
9. Exhibitor entry cards must be "folded up" to conceal the name.

Supplies

1. Schedule, tape measure, yardstick, and red pen to mark "P".
2. Brightly colored scarves or aprons to help identify Passers.
3. Reference books for plant material identification/spelling in workroom area.

Artistic Tabulation and Awards Committee

The Host Club's Registration Chairman, Artistic Tabulation/Awards Chairman and Horticulture Tabulation/Awards Chairman need to work very closely together before and during the show. All 3 chairmen should meet 2 months prior to the opening of registration to prepare the spreadsheets that will be used throughout the process of Registration and Tabulation/Awards. Examples of these spreadsheets should be available from prior year's host club as well as linked to this document. Some "tweaking" will be required to conform to your schedule.

Artistic Awards/Tabulation Chairman needs to be: organized; work well under pressure; knowledgeable about Excel spreadsheets, email and all phases of the Artistic portion of the show including Artistic Passing, Clerks & Runners, Artistic Judging and the Artistic Awards/Trophies given out at the Awards Ceremony. It is necessary to attend previous flower shows to observe the process of registration, tabulation, and awards prior to hosting a show.

There are many types of awards given in a GCV Flower Show. [Click 01 Flower Show Awards for GCV Daffodil, Lily and Rose.](#)

Goals of Artistic Tabulation/Awards

1. Have all Artistic Trophies & Awards on display prior to the start of Tabulation & Awards.
2. Complete Standard Award Cards and Presidential Award Cards according to the guidelines which are specific to each flower show. [Click 02 Artistic Tab/Awards Card Writing Guidelines.](#)
3. Compile a list of all Artistic Award winners. This list is read at the Awards Ceremony and then emailed to the GCV for posting on the website.
4. Compile a complete list of all Artistic Ribbon winners to be emailed to the GCV for posting on the website.
5. Obtain the following information needed to complete your Show Report:
 - a. Number of Artistic Inter Club arrangements (GCV Judges Chairman)
 - b. Number of Artistic Individual arrangements (GCV Judges Chairman)
6. Participate in the Awards Ceremony.
7. Ensure that all remaining trophies, award cards, exhibitor entry cards are returned to the Kent-Valentine house.
8. Mail unclaimed award cards to winners.

Artistic Tabulation & Awards Procedure

[Click 03 Artistic Tab/Awards Flowsheet.](#)

[Click 04 Artistic Tab/Awards Table Set-Up](#)

Guidelines

1. Meet with Registration chairman 2 months prior to opening registration to prepare the spreadsheets that will be used for Registration through Tabulation & Awards. Examples of these spreadsheets should be available from prior year's host club or [click 05A Daffodil](#), [05B Lily](#), [05C Rose Master Artistic Registration List](#) for a template. It is vital that Registration use spreadsheets that facilitate the task of Tabulation & Awards. (Reduce font so that all information fits on 8.5 x 11 paper).
2. Obtain list of your committee members from show chairmen.
3. Study and be familiar with the Artistic Classes in the show schedule.

4. Study and be familiar with the list of Artistic Awards in the show schedule.
5. Two to three months prior to the show contact the Kent-Valentine House for the list of winners who took home Artistic trophies from last year's show. Contact these people and ask that they return the trophy (polished and in its original bag) to the KVH at least 4 weeks in advance of the show. Follow up to make sure the trophies have been returned. All trophies and other supplies will be picked up and signed out at the KVH by your Show Chairmen when they attend the GCV Flower Show Committee meeting prior to the show. (Many of these awards are not restricted to GCV members, but only GCV members may keep the GCV Perpetual trophy in their possession during the year.)
6. Prepare signage for Tab & Awards work stations.
7. Prepare Award Index cards (show specific - used by the judges to record the winners). Click [06A Daffodil](#), [06B Lily](#), [06C Rose](#) for **Artistic Awards Ceremony Index Cards (3x5)**.
8. Prepare Artistic Award Winners List. Click [07A Daffodil](#), [07B Lily](#), [07C Rose](#) for **Artistic Award Winners List**.
9. Check your supplies: green pens, pencils, paper clips, sorting baskets and signs, schedules, GCV Handbook/Directory.
10. Prepare list of items to be obtained from the Kent-Valentine house by Show Chairmen. (GCV Trophy Sign-In/Out book; Trophies specific to your show; GCV Cups; GCV Exhibitor Entry cards (regular size and, if needed, miniatures), GCV 7x9 Presidential Award Cards (only cards signed by the GCV President at the end of tabulation), GCV 5x7 Standard Award Ribbon Cards, and for the Rose Show GCV Miniature Ribbon cards (3x5).
11. Secure the Award Notebook that will have pictures of all trophies for your show. It will be held by the FSC Awards Chairman. Click [08A Daffodil](#), [08B Lily](#), [08C Rose](#) for **Trophy & Award Descriptions & Photos**.
12. Meet with your committee 2-3 weeks prior to the show for a complete run-through using last year's exhibitor stubs for practice.
13. Obtain 4 copies of the Artistic Registration Master List from Registration Chairman (available after online registration closes).
14. Collect the trophies from the Show Chairmen. Make sure all trophies are polished and that you have every Artistic trophy in your possession. Type or print identification cards for the trophies that will be displayed on the trophy table. (These cards sometimes accompany the Awards materials.) Store the trophies in a safe location until the day of judging. Day of judging, set up trophies on the Awards table with help from the GCV Awards chairman (set up in the order in which they will be announced).
15. Assign one person from your committee to man the "wrapping station" during the Awards Ceremony. Work with the Horticulture Awards chair during the ceremony to assist in locating the award to be handed out.
16. A representative from the Flower Shows Committee will have a notebook during the award ceremony for the winner to sign the trophy out into her possession so that the Flower Shows Chairman may know where the trophies are for the next year's show.
17. When in doubt about artistic awards, ask the GCV FSC Awards Chairman for further clarification. For artistic questions consult the GCV Judging or FSC Chairman.

Artistic Award Cards

All of the engraved award cards are obtained from the Kent-Valentine House. All engraved award cards must remain at the Kent-Valentine House between shows. They must be signed out with the GCV Executive Director along with the trophies.

1. Prepare Standard Award Cards with ribbons and seals. Use the number of artistic classes as your guideline for the number of cards needed. e.g. If there are 4 Artistic Inter Club classes (A B C D) and 4 Individual Artistic classes you will need 8 cards with blue ribbons, 8 cards with red ribbons, 8 cards with

yellow ribbons (artistic judges can only award one blue, red and yellow per class) and an unknown number of white ribbon cards (artistic judges can award multiple white ribbons per class). Prepare extras of each. [Click 09A Daffodil](#), [09B Lily](#), [09C Rose](#) for **Standard Award Cards Blue, Red, Yellow, White Ribbons**. Any unused cards will be returned to KVH.

2. Prepare the **Special Standard Artistic Award Cards Quad Blue (1), Tri-Color (1), Best Novice (1), Most Creative (1)** winners. [Click 10A Daffodil](#), [10B Lily](#), [10C Rose](#) for examples.
3. Presidential Award Cards: Check to be sure that you have a Presidential award card for each Artistic Trophy but do not fill out any information in advance as the handwriting may not match. [Click 11A Daffodil](#), [11B Lily](#), [11C Rose](#) **Presidential Award Cards**.
4. All Award cards are filled out in permanent green ink. They are signed by the GCV President prior to the Awards Ceremony.
5. In preparation for Artistic Award card writing, go through the schedule and look at each section and class and make the decision about what will be filled out on the card. (**Entry**: "Title or theme" of the artistic class; **Section**: Artistic Individual or Artistic Inter Club; **Class**: # assigned to that specific class in the artistic schedule; **Presented**: Date Judged). Each Award card writer should have a copy of the schedule in front of her so there will be consistency. [Click 12 Completed Standard and Presidential Award card examples](#).

Day of Show

1. Place all Trophies on the trophy table in the order to be awarded, going directly by the schedule. People attending can follow the format more easily. Remember to provide for adequate security of trophies.
2. Each trophy should have an identification card to eliminate awarding the wrong trophy. Also, it's a good idea to put a paper with the name of the winner in the GCV cups in order to easily know to whom they belong if they are not claimed the day of the show.
3. **GIVE THE ARTISTIC AWARD INDEX CARDS TO THE GCV ARTISTIC JUDGE PRIOR TO JUDGING**. She will then distribute the cards to her judging team with instructions to fully complete each card and send to Artistic Tabulation & Awards for recording and compiling. These cards are then read from at the Awards Ceremony. Obtain 4 copies of the artistic registration list from the Registration Chairman. This will help with the proper spelling of exhibitor names. The GCV Handbook and Directory is helpful in looking up entrants names.
4. Complete setting up the Artistic Tabulation and Awards area with in/out baskets, sorting baskets, instruction sheets, standard award cards, presidential award cards, green pens, show-specific spreadsheets to list trophy and ribbon winners, show schedules, GCV directories, etc.
5. A computer is optional *during* tabulation but if you have extra people one can be assigned to enter the winners' names into the applicable files (to be sent to the GCV for posting on the website).
6. Be patient as judging takes time. Also know that you have more than enough time to complete the tasks of Artistic Tabulation & Awards in the time allotted. No need to rush or panic!

Awards Ceremony

1. Plan Awards Ceremony and print out the [12A Agenda](#) for each participant: GCV President, FSC Chairman, Host Club President, GCV Daffodil, Lily or Rose Chair, Host Club Show Chairs, Host Club Artistic Tab & Awards Chair, Host Club Horticulture Tab & Awards Chair, and the FSC Awards Chair (~9 copies).
2. Collect all Artistic Award Index Cards from Artistic Tabulation & Awards workers. Check that you have an index card for each artistic award given including the Blue ribbon winners of the Inter Club and Individual classes. GCV pewter cups are no longer given to Inter Club Blue Ribbon winners, they will receive a 7x9 Presidential card at the award ceremony. The Individual Artistic blue ribbon winners still

receive a GCV cup and therefore do not get a Presidential award card. Arrange index cards in the order the awards will be announced.

3. With the assistance of the GCV FSC Awards person rearrange the Artistic trophies and GCV cups if needed to reflect the awards being given.
4. Participate in the Awards Ceremony by having the trophy to be awarded ready to hand to the GCV President who announces the winners.
5. Ensure that the wrapping station is manned.

After the Show

1. Collect all unclaimed Award Cards and ribbons and work with Container Return to mail to exhibitors.
2. Ensure that the GCV FSC Awards Chairman has collected all un-awarded trophies and those trophies won by non-GCV members. It is her responsibility to return these trophies to the Kent-Valentine House trophy case. If the GCV FSC Awards chairman is unable to perform this task she must make suitable alternative arrangements. These are valuable items.
3. Send the [13A Daffodil](#), [13B Lily](#), [13C Rose](#) **Artistic Exhibitors and Ribbon Winners List** to the GCV for posting on the website. (NOTE: This file is the Artistic Registration Master List after it has been filled in during Tab/Awards with unnecessary columns deleted from it).
4. Update Awards book and return to the FSC Awards Chairman at the end of the host club's two years of shows. Do not pass it directly on to the next host club. The FSC Awards Chairman will review the books and give them to the next host club.
5. Go through the Artistic Tabulation/Awards notebook and remove any information that is not needed before passing it on to next year's host club.
6. Pass on to the next host club remaining supplies.

Clerks and Runners - Artistic

1. Each Judging Panel is accompanied by a team of 2 clerks and 1 runner.
2. Each Clerk/Runner team will be assigned to judging team A, B, C, or D.
3. In most flower shows each team will be responsible for an Inter Club Class and an Individual Artistic Class.

Clerks Duties:

1. Serve as hostess/secretary to the Judges.
2. Be familiar with Artistic Schedule and Floor.
3. Be familiar with the Exhibitor Entry card.
4. Wear apron (provided) with pockets containing your supplies (clipboard, small note pad (5x7), sticky notes, dots; blue, red, yellow and white, pen), also provided.
5. Clerks observe Judging process **silently** without making comments.
6. Some Judging Panels look at all the arrangements first then will let you know when they are ready for you to take notes. Some Panels will go from one end of the class to the other end with you taking notes immediately. You may ask the Judges upon entering the floor which way they prefer to judge.
7. In an Inter Club class 5 arrangements are initially chosen for consideration. At which point the judges will ask the clerk to mark the 5 arrangements with cards or sticky notes provided. This may change during the process of elimination.
8. Judges may ask clerk to read cards of intent.
9. Judges will choose the blue, red, yellow, and white ribbons. When the decision has been made they begin discussing the comments cards. Please wait until they have finished the discussion before actually writing anything down. When they are ready, they will dictate the exact text they wish to appear on the cards.

10. Clerk #1 will take notes of the 1st arrangement **alternating** with clerk #2 (This is why we have 2 clerks per team). Clerk #2 moves with the Judges to the next arrangement for comments while Clerk #1 finishes with her comment card, alternating clerks throughout the whole process. If you run behind please ask for help.
11. Take rough notes onto notepad provided.
12. Copy comments neatly onto index card. **It is very important** that you copy these notes NOW. You will not remember one arrangement from another.
13. Confirm your comment cards with the judges before moving on.
14. All comment cards should be finalized before moving on to the next class.
15. (If you get behind or are unable to get caught up then ask the runner to find the head of clerks and runners.)
16. Every entry gets a comment card.
17. Positive comments go on the card first then constructive comments.
18. Neat hand writing and spelling is important. No scratching out words. A dictionary will be provided.
19. Place comment card next to exhibit.
20. Do not leave floor until the head of clerks and runners allows.
21. When in doubt please ask the Head of Clerks and Runners.

Runner Duties:

1. Be familiar with Artistic Schedule and Floor.
2. Be familiar with the Exhibitor Entry card.
3. Wear apron with pockets containing supplies (sticky notes, colored dots, pencil, hole punch).
4. Runners observe Judging process **silently** without making comments. Your job begins towards the end of judging each class. But you need to be ready to serve as a runner at any time.
5. Once Judges have completed a class they will inform you which arranger gets blue, red, yellow, or white and you will place the colored sticker lightly on the top right corner of exhibitor tag. Do not cover the boxes for Novice or GCV member. (1st place=blue, 2nd place=red, 3rd place=yellow, Honorable Mention=white) (There may be more than 1 HM. Not all arrangements get ribbons.)

Be sure to wait until the judges are completely finished before you take the next step. (Sometimes Judges change their minds about the awards.)

1. Find the head of Clerks and Runners before hole- punching.
2. Runners will hole-punch through the exhibitor entry card and stub designating award placement.
3. **DO NOT TEAR STUB OFF UNTIL HEAD OF CLERKS AND RUNNERS DIRECTS YOU TO DO SO**, at which time you will tear the stub (in order of placement, blue, red, yellow, white and the remaining stubs) from each entry and take to the awards tabulations basket.
4. Runner may be asked to assist Head of Clerks and Runners to designate Novice, Best in Show Contenders etc. and may also be asked to assist in flipping Inter Club club signs and proof reading of the comment cards. Head of Judges may ask you to collect ballots or none of the above.
5. In most flower shows each team will be responsible for an Inter Club Artistic Class and an Individual Artistic Class.
6. Do not leave floor until the head of clerks and runners allows it.

Supplies

1. Hole punch
2. Small colored dots
3. Pencils and pens
4. Small scissors

5. Small note pad
6. Sticky notes
7. 3x5 cards for comments
8. Clipboards

Exhibitor Entry Card

The exhibitor entry card is comprised of two sections, upper and lower, separated by a perforation two thirds of the way down. The lower third is typically called the stub. Each exhibitor must correctly fill out both portions of the card with identical information. After examining the entry card, the Artistic Passers fold up the bottom stub and secure it under the lip of the top section, thereby hiding the exhibitor's name. Passers mark a red "P" on the card at this time. The stub is removed and sent to Tabulation after judging and only when given permission by the Clerks and Runners Chairman. It is imperative that both bottom and top portions of the entry card is filled out correctly, including Section #, Class #, Variety, Exhibitor's # and *Club name* for Inter Club or *Name* for Individual Classes. [Click 14 Exhibitor Entry Card with Instructions.](#)

Clerks and Runners - Horticulture

The duties of Horticulture Clerks and Runners vary, depending upon the flower show.

Daffodil Show Horticulture Clerks & Runners

The clerks and runners work as 3-person teams assigned to a team of 3 judges. They quietly double-check each other's work and ask questions of the judges only when necessary. Once your judges have completed their tasks, they may be given other classes to judge. STAY WITH YOUR JUDGES AND TEAM until the final judging has been completed.

Ribbons

1. All classes may receive a Blue (1st), Red (2nd), Yellow (3rd), and one or more White (Honorable Mention) Ribbons with the GCV logo. Click [14R Daffodil Show Horticulture Standard & Miniature Blue, Red, White, Yellow Ribbons](#). The judges may award fewer ribbons if there are fewer worthy entries. These will be stapled onto the winning Exhibitor Entry Cards by Clerk #2.
2. Teams awarding the ADS (American Daffodil Society) ribbons will need to send their Runner to the Awards Table to collect the ADS Ribbon, have it signed by a judge, and then attach it to the winning specimen. NOTE: Do NOT staple the ADS Ribbons.

Top/Special Awards

When the judges select the candidates for the top awards, the specimens are removed from their Exhibit Classes and taken to the Special Awards Table.

1. Place paired removable labels on the containers with the Section and the Class where it came from. This is extremely important for getting the specimen back to where it belongs.
2. Place a "This exhibit has been placed on the Special Awards Table" card on the Class shelf in place of the specimen so it can be returned to its spot after judging. Clerk #1 has these cards.
3. Place a "This Exhibit was considered for a top award" card next to specimens that were considered for a top award but did not win. Cards may already have been placed by Clerk #1 if specimen had been noted by the judges with a bow stick.

After the final judging, all Clerks & Runners must go back through the exhibits to:

1. Remove all unlined sticky notes covering winning names.
2. Leave sticky notes with comments.
3. Tear off all remaining exhibitor entry card stubs and deliver to Tabulation/Awards (should be only non-winning stubs that remained).

Clerk #1

1. Punch the winning cards, if requested. One judge from each team will punch a hole through the top and bottom portions of the winning Exhibitor Entry Card to show 1st, 2nd, 3rd, and HM. In the event the judge does not punch these holes, Clerk #1 does. Before beginning, request that one of the judges report the final 1st, 2nd, 3rd, and HM decisions directly to you to ensure your correctness in punching the winning Exhibitor Entry Cards. If you are uncertain about the final decision of a class, DO ask the judges!
2. Write judges' comments on a lined sticky note, if requested, and stick it to the Exhibitor Entry Card.
3. Help subdivide classes. If there are many entries in a Class, the judges may split the class into two or more classes. You will need to:
 - a. Help move the flowers.
 - b. Tack a yellow ribbon from top to bottom on the shelves to outline the new class (subdivision).
 - c. Use a green marker to write the new class number, as determined by the judges, on a 3X 5 card and place it on the left side of the bottom front row of the new class.
 - d. Fill in the Tabulation Notification Form (Subdivision of Horticulture class) card with both the original class number and the new class number. Hand it to Clerk #2 or leave it on the left side of the bottom front row of the class.
 - e. Change the winning entrants' old class numbers to the new class numbers on the top and bottom portions of their Exhibitor Entry Cards.
4. Insert Bow Sticks, as requested by the judges. If the judges want to remember a bloom for a Special Award or Best in Show, carefully place a bow stick into the container to aid in locating the bloom later in the judging process.
5. Place a "This exhibit was considered for top award" card next to the specimen.
6. Move with the judges to the next exhibit. If Clerk #2 and the Runner have not finished with the class, tell them where you are going next.

See first page for what to do before and after special awards judging.

Clerk #2:

1. Check Exhibitor Entry Cards before tearing off the bottom portion of a winning entry. Make sure the top and bottom of the card are filled out completely and match. Make sure that, if a class has been subdivided, the NEW class number is correctly written on the new class's winning stubs.
2. Collect all the winning bottom portions (stubs) of a class and clip them together. Ensure that a subdivided class has the Tabulation Notification Form paper-clipped on top of the new class's winning stubs. The Runner will take these to Tabulation. If the Runner is not there, leave them on the far left side of the bottom front row of the class exhibit.
3. Staple the appropriately colored GCV ribbon (1st, 2nd, 3rd, or HM) to the right-hand corner under GCV of all winning Exhibitor Entry Cards at an angle so the winner's name is not hidden. NOTE: Teams awarding the ADS Ribbons will need to send their runner to the Awards Table to collect the ADS ribbon, have it signed by a judge, and then attach it to the winning specimen. Do NOT staple the ADS ribbons.
4. Cover the blue ribbon winner's name with a sticky note. Note: If a class is a "collection" or has "vases of three" blooms then ALL winning names (1st, 2nd, 3rd and HM) on the Entry Card must be covered. One of these blooms might be considered for the Best in Show award.
5. Help subdivide classes. Move on to the next class and remain with the team and judges until the Best in Show awards have been awarded.

See first page for what to do before and after special awards judging.

Runner

1. Collect the punched, paper-clipped, bottom portions (stubs) of the winning Exhibitor Entry Cards from Clerk #2 or find them on the far left side of the bottom front row of each class. Make sure Clerk #2 has

paper-clipped all of the class winners together by carefully going back over the class to ensure ALL of the winning bottoms have been removed. Carefully check the class numbers, especially if the class was subdivided. Make sure a Tabulation Notification Form is paper-clipped on top of all subdivided classes.

2. Take stubs to the Tabulation area for processing. You may collect a few classes before "running" to Tabulation.
3. Pick up special award cards from the Out Box in the Awards Room. Find the class where the award belongs and place the award card next to the correct exhibit. Turn the blue ribbon award cards face down on the left or behind the specimen, so the winning entrants' names will not show until the Best in Show has been chosen and the final judging is complete.
4. Repeat this process until all stubs have been delivered to Tabulation and all award cards have been correctly placed.

See first page for what to do before and after special awards judging.

Lily Show Horticulture Clerks & Runners

The Chairman of Clerks and Runners recruits 12 members of her Garden Club to serve as Horticulture Clerks and Runners. She divides the group into 4 teams of 3 (two Clerks and 1 Runner) to assist the 4 teams of Horticulture Judges.

Clerks and runners should familiarize themselves with all parts of the Exhibitor Entry card before the Show. All Clerks and runners wear aprons whose pockets contain the items needed: hole punchers, 1x3 inch lengths of blue ribbon, small stapler, colored dots (Blue, Red, Yellow and White), pencils, a small pad of paper and paper clips.

The GCV Lily Chairman has divided the Horticulture schedule into equal judging assignments. Clerks and runners should observe the judging process silently, staying beside or behind their assigned team, while taking care not to infringe upon the space of another judging team that may be working in close proximity behind them.

1. Upon judging a class, the Lead Judge will ask a Clerk to punch a hole in the exhibitor entry card, indicating 1st, 2nd, 3rd, or Honorable mention.
2. If it is a Trophy Class, the Judge will write name of trophy on both the top and bottom portions of the winning exhibitor entry card. That Clerk will then affix the corresponding color dot (blue, red, yellow, or white) to the top center portion of the entry card being careful not to obstruct Section number or Class number. In the case of a Blue a 1x3" blue ribbon should also be stapled to the exhibitor entry card.
3. At this time it is the responsibility of the Clerk to check that both the top and bottom portions of the entry card are completely filled out.
4. If it is not a Blue ribbon winner, the bottom can be removed and brought to tabulation by the Runner, who also double checks that the bottom portion is filled out completely and places it in the Horticulture Tabulation "in box".

After all Sections have been judged, the major awards are decided.

1. The clerks now assist in this process of bringing to the front judging table the lilies that the Lead Judge has selected for consideration.
2. If the lily is considered, a card stating that it had been considered for a major award is placed in front of it when it is returned to its original section.
3. The Runner now removes the bottom portion of the exhibitor entry card, again checking that it is completely filled out, and brings it to Horticulture Tabulation's "in box".

The Runner's job is not over until all the Awards have been voted upon and the information has been brought to Tabulation.

Rose Show Horticulture Clerks & Runners

The Chairman of Horticulture Clerks and Runners recruits 15 members from her Garden Club to serve as Horticulture Clerks and Runners. She divides the group into 5 teams of 3 (two Clerks and one Runner) to assist the 5 teams of Horticulture Judges. All Clerks and Runners wear aprons whose pockets contain the items needed: hole punchers, 1x3 inch lengths of blue ribbon, small stapler, colored dots (Blue, Red, Yellow and White), pencils, and a small pad of paper. The GCV Rose Chairman has divided the Horticulture schedule into equitable judging assignments and has sent the Judges this information one month before the show. Clerks and runners will not be asked to make any decisions regarding class division.

Prior to the judging period

All clerks and runners should familiarize themselves with: the show schedule, the layout of the Horticulture Classes on the show floor, and the appearance of a Horticultural Exhibitor Entry card and the method of its usage. The exhibitor entry card is comprised of 2 portions (a top and a bottom) which is perforated two thirds of the way down. Each exhibitor must correctly and legibly fill out both portions of the card with identical information. The following information is included on the entry card: the Section #, Class #, Variety, Exhibitor's name & address, and the name of the rose (or roses in a collection). After examining the card, members of the Horticultural passing committee then fold up the bottom portion of the card and secure it under the lip of the top portion, thereby hiding the exhibitor's name. Because the bottom portion (stub) of the card will be removed and sent to Tabulation, it is IMPERATIVE that both top and bottom portions of the card are correctly filled out with the proper Section #, Class #, and name of exhibitor and rose.

Judging Period

Clerks and runners should observe the judging process silently, staying beside or behind their assigned judges, while taking care not to infringe upon the space of another judging team that may be working in close proximity behind them. It is not appropriate to view any Artistic arrangements during this time.

Upon judging a Class, the Judges punch a hole in the exhibitor entry card, indicating 1st, 2nd, 3rd, or Honorable Mention, and write "Trophy" on both the top and bottom portions of the card of the winning entry.

Clerk #1 then affixes the corresponding color dot (blue, red, yellow, or white) to the top center portion of the entry card (covering the green ARS emblem), being careful not to obstruct any pertinent information, such as Section # or Class #. After a group of roses is judged, the judges and Clerk #1 will move on to their next judging assignment. Except for the brief period during which she affixes colored dots, and in the case of a Blue, a 1x3 inch blue ribbon to the entry cards, Clerk #1 should stay with her team of judges at all times, unless one of the Judges or the GCV Rose Chairman requests otherwise.

Clerk #2 stays behind with the roses that have just been judged. She carefully checks to ascertain that both the top and bottom portions of the entry cards are completely filled out. She then removes the bottom portion of the card from all entries checking also to be certain if the judges have written "Trophy" on an entry that it appears on both the top and bottom portions of a card. Because the Courts of Honor are chosen by all the judges from the 1st place winners in Section I, Class 1, Class 11A, & Class 11B the exhibitors' identities must be covered on the remaining portion of the exhibitor entry cards in these 3 classes. *Clerk #2 should cover this information with a blue 3" x 3" Post It Note (*generic brands do not stick as well*). Note: Occasionally, judges will not award any ribbon to a rose. If no hole has been punched on the card and Clerk #2 is certain that class has been judged, she may remove the bottom portion of the card and take it to Tabulation, along with those roses that received colored dots.

*The Court of Honor (Queen, King, and Princess) will be selected from the 1st place winners in Class 1 (one bloom per stem Hybrid Teas and Grandifloras).

The Miniature Court of Honor (Mini Queen, King, and Princess) will be selected from the 1st place winners in Class 11A and the Mini-flora Court of Honor will be selected from the 1st place winners in Class 11B.

The **Runner** receives the removed bottom portion of the exhibitor entry cards from Clerk #2 and takes them to the Horticulture Tabulation Room, placing them in the "in box." She returns immediately to the show floor.

Next, she takes the trophy-winning rose from the recently-judged Class and places it on the appropriately-marked portion of the Head Table (the table upon which roses selected for the Court of Honor and all other roses awarded trophies will be displayed).

The GCV Rose Chairman will remain on the show floor throughout the judging period. Any questions that arise during this time should be directed to her.

Container Return

The Container Return Committee is responsible for shipping artistic containers, accessories, and mechanics to exhibitors at the close of the show, upon prepaid request. Containers will be packed professionally for shipment immediately following the show.

Guidelines

Determine the most economical and satisfactory method of shipping and obtain price quote.

1. Work with Treasurer to determine packing and return fee.
2. Recommend exhibitors use containers that have a value of less than \$200.00.
3. Instruct exhibitors to make sure the container and all returnable articles have their name and address clearly marked on each.
4. Note condition of each container and article.
5. Provide return fee and instructions to Host Club Show Co-Chairmen for inclusion in the show schedule.
6. Collect packing and return fees prior to the show or during exhibitor sign in.
7. At the close of the show and before clean-up begins, ensure that all returnable articles such as pin holders, accessories, bases, etc. are removed with the container.
8. Before releasing a container to the packer
 - a. Place comment cards, ribbons, etc. in Zip-Lock plastic bags and include with the container.
 - b. Obtain approval from the Container Return Chairman.
9. Caution the packers to wrap each article separately and thoroughly to avoid breakage.
10. Occasionally, properties are unclaimed. Work with the Registration Chairman to locate the owner.
11. Return containers promptly.

Horticulture Passing

The Horticulture Passing Committee ensures that all exhibits are placed in correct classes and that collections comply with the schedule. The Horticulture Passing Committee is not responsible for naming specimens. Members of this committee should be identified with "Horticulture Passing" name cards for the benefit of the exhibitors.

The Horticultural Passing Chairman should be a competent horticulturist or have one or more experts on her committee. If no such horticulturist is a member of the Host Club, the GCV Daffodil, Lily, or Rose Chairman will assign someone from the appropriate committee to provide assistance with passing.

For the Rose Show: All horticulture is brought to passing table and a passer takes the rose to exhibit table. EXCEPTION: Section II and Section III entries.

Guidelines

1. Horticulture Passers must be familiar with the show schedule.
2. Horticulture Passers must attend the previous show to shadow Horticulture Passing.
3. Space allotment for classes is determined by previous year's entries. Trophy classes are usually known ahead of time to insure proper spacing.

4. Horticulture Passers are responsible for classification but not for naming varieties. *This is not true in the Lily Show-there are separate classifiers. The passers are just responsible for ensuring that exhibitor entry cards are filled out properly in this show.*
5. Call attention to classification errors during staging so that corrections may be made by the exhibitor.
6. See that all exhibits are placed in correct classes and the collections include the proper number of flowers and correct information to comply with the schedule.
7. Check the [14 Exhibitor Entry Card with Instructions](#) to make sure top and bottom are filled out completely: name and address, Section, Class, name of Cultivar and color code if appropriate. If all information is correct, then place a red dot or red "P" on the top right-hand corner of the exhibitor entry card to let other classification checkers know the card has been checked and is OK. *(no red dots in Lily Show)*
8. Subdividing can begin as soon as there are three or more worthy specimens of the same variety in a class. Move divider ribbons to enlarge classes where needed during hours of entering exhibits.
9. The Horticulture Passing Chairman should remain on the floor during the judging and help with further subdividing as needed *(except Lily Show)*. To subdivide a class:
 - a. Tack a yellow ribbon from top to bottom on the shelves, thereby dividing the class into two or more sections.
 - b. Use a green marker to write the new subdivided numbered classes, e.g. 12A, 12B, 12C, etc. on a 3x5 card and place on the bottom shelf.
 - c. Help move the flowers if necessary.
 - d. Correct any exhibitor entry cards to reflect the new class number.

Daffodil Passing Notes

1. If unable to find a cultivar name in the Show and Grow, Data Bank book, or on daffseek.org, a daffodil specimen should not be disqualified as it may be a new cultivar that has not yet been listed in the books. Make note of this with a post-it note.
2. Color code is assigned by daffodil hybridizer. However, bulbs grown in different location, different countries, soils, temperatures, etc. may present varied color hues.

Horticulture Tabulation and Awards

The Host Club's Registration Chairman, Artistic Tabulation/Awards Chairman and the Horticulture Tabulation/Awards Chairman need to work very closely together before and during the show. All 3 chairman should meet 2 months prior to the opening of registration to prepare the spreadsheets that will be used throughout the process of Registration and Tabulation/Awards. Examples of these spreadsheets should be available from prior year's host club as well as on the GCV website. Some "tweaking" will be required to conform to your schedule.

Horticulture Awards/Tabulation Chairman needs to be: organized; work well under pressure; knowledgeable about Excel spreadsheets, email and all phases of the Horticulture portion of the show including Horticulture Passing, Horticulture Clerks & Runners, Horticulture Judging and the Horticulture Awards/Trophies given out at the Awards Ceremony. It is necessary to attend previous flower shows to observe the process of registration, tabulation, and awards prior to hosting a show.

The Horticulture Tabulation & Awards Chairman must work with the GCV Daffodil, Lily, or Rose Chairman in organizing horticulture awards.

At the end of the show the Horticulture Tabulation & Awards Chairman works with the Show Co-Chairmen to mail all unclaimed award cards and ribbons to the winners. Remaining cups and trophies are returned to the Kent-Valentine House. All unused award cards are also returned to the Kent-Valentine House.

There are many types of awards given in a GCV Flower Show. [Click 01 GCV Flower Show Awards for Daffodil, Lily and Rose](#) for a list of Horticulture Awards for each flower show.

Goals of Horticulture Tabulation & Awards

1. Have all Horticulture Trophies & Awards on display prior to the start of Tabulation & Awards.
2. Complete Standard Award Cards and Presidential Award Cards according to the guidelines which are specific to each flower show. [Click 15A Daffodil](#), [15B Lily](#), [15C Rose Horticulture Tab/Awards Card Writing Guidelines](#).
3. Determine the Horticulture Sweepstakes winners (Open and Member Sweepstakes). [Click 16B Blue](#) or [16R Red](#) for example tally spreadsheets. Record Exhibitor numbers in the tally spaces, not checkmarks.
4. Compile a complete list of all Horticulture Award winners. This list is read at the Awards Ceremony and then emailed to the GCV for posting on the website.
5. Compile a list of Horticulture Ribbon winners to be emailed to the GCV for posting on the website. The completeness of this list will vary according to the flower show.
6. Obtain the following information needed to complete your Show Report:
 - a. Number of Horticulture exhibitors (Registration Chairman)
 - b. Number of Horticulture exhibits (GCV Daffodil, Lily or Rose Chairman)
7. Participate in the Awards Ceremony.
8. Ensure that all remaining trophies, award cards, ribbons (Daffodil Show), exhibitor entry cards are returned to the Kent-Valentine house.
9. Mail unclaimed award cards and ribbons to winners.

Horticulture Tabulation & Awards Procedure

Click [17A Daffodil](#), [17B Lily](#), [17C Rose](#) for **Horticulture Tabulation & Awards Flowsheet**.

Click [18A Daffodil](#), [18B Lily](#), [18C Rose](#) for **Horticulture Tabulation & Awards table Set-Up**.

Guidelines

1. Meet with Registration chairman 2 months prior to opening registration to prepare the spreadsheets that will be used for Registration through to Tabulation & Awards. Examples of these spreadsheets should be available from prior year's host club or for a template [click 19 Master Horticulture Registration List Incl Test Collections Template](#).
2. It is vital that Registration use spreadsheets that facilitate the task of Tabulation & Awards. (Reduce font so that all information fits on 8.5x11 paper). Obtain list of your committee members from show chairmen.
3. Study and be familiar with the Horticulture Classes in the show schedule.
4. Study and be familiar with the Horticulture Awards in the show schedule.
5. Two to three months prior to the show contact the Kent-Valentine House for the list of winners who took home Horticulture trophies from last year's show. Contact these people and ask that they return the trophy (polished and in its original bag) to the KVH at least 4 weeks in advance of the show. Follow up to make sure the trophies have been returned. All trophies and other supplies will be picked up and signed out at the KVH by your Show Chairmen when they attend the GCV Flower Show Committee meeting prior to the show. (Many of these awards are not restricted to GCV members, but only GCV members may keep the GCV Perpetual trophy in their possession during the year.)
6. Prepare signage.
7. Prepare Horticulture Award Index cards (show specific - used by the judges to record the winners). Click [20A Daffodil](#), [20B Lily](#), [20C Rose](#) for **Horticulture Award Ceremony Index Cards**.

8. Prepare Horticulture Award Winners List. Click [21A Daffodil](#), [21B Lily](#), 21C Rose for **Horticulture Award Winners List**.
9. Check your supplies: green pens, pencils, paper clips, sorting baskets and signs, schedules, GCV Handbook/Directory.
10. Prepare list of items to be obtained from the KVH by Show Chairmen. (GCV Trophy Sign-In/Out book; Trophies specific to your show; GCV Cups if needed; GCV Exhibitor Entry cards (regular size, and miniatures if needed), GCV 7 x 9 Presidential Award Cards (only cards signed by the GCV President at the end of tabulation), GCV 5x7 Standard Award Ribbon Cards, and for the Rose Show GCV Miniature Ribbon cards (3x5-1/4). For the Daffodil Show you will also need the regular and miniature size GCV Blue, Red, Yellow & White "Annual Daffodil Show" Ribbons for Horticulture.
11. Secure the Award Notebook that will have pictures of all trophies for your show. It will be held by the FSC Awards Chairman. [Click 8A Daffodil](#), 8B Lily, 8C Rose for **Trophy & Award Descriptions & Photos**.
12. Meet with your committee 2-3 weeks prior to the show for a complete run-through using last year's exhibitor stubs for practice.
13. Collect the trophies from the Show Chairmen. Make sure all trophies are polished and that you have every Horticulture trophy in your possession. Type or print identification cards for the trophies that will be displayed on the trophy table. These cards sometimes accompany the Awards materials. Store the trophies in a safe location until the day of judging. Day of judging set up trophies on the Awards table with help from the GCV Awards person (set up in the order in which they will be announced).
14. Assign one person from your committee to man the "wrapping station" during the Awards Ceremony. Work with the Artistic Awards chair during the ceremony to assist in locating the award to be handed out.
15. A representative from the Flower Shows Committee will have a notebook during the award ceremony for the winner to sign the trophy out into her possession so that the Flower Shows Chairman may know where the trophies are for the next year's show.
16. When in doubt about horticulture awards, ask the GCV FSC Awards Chairman or GCV Daffodil, Lily, or Rose Chairman for further clarification.
17. At the close of Registration receive from the registration chairman 4 copies of the Horticulture Registration Master List organized "A to Z" by last name and another 4 copies organized in order of Exhibitor Number.

Horticulture Award Cards

All of the engraved award cards are obtained from the Kent-Valentine House. All award cards must remain at the Kent-Valentine House between shows. They must be signed out with the GCV staff along with the trophies.

1. Prepare Standard Award Cards with ribbons and seals. Prepare extras. Any unused cards will be returned to KVH. Click [9A Daffodil](#), [9B Lily](#), for **Standard Award Cards Blue, Red, Yellow White Ribbons** and [9C Rose](#) for **Standard & Miniature Award Cards Blue, Red, Yellow, White Ribbons**. Use the number of horticulture classes as your guideline for the number of cards needed bearing in mind that not all classes receive award cards. Remember that classes may be sub-divided so that will increase the number of classes and thus award cards needed. In most Horticulture classes judges award one blue, red and yellow per class and an unknown number of whites. However there are exceptions to this rule so you must read your schedule and know which classes Horticulture Tabulation and Awards write cards for. (To cut down on the number of Award Cards written only certain classes receive an Award card. Any unused cards will be returned to KVH. Refer to the **Horticulture Tab/Awards Card Writing Guidelines** for approximate numbers of cards needed and for which Horticulture classes.

2. Presidential Award Cards: Check to be sure that you have an award card for each Horticulture Trophy but do not fill out any information in advance as many of these awards are not given every year and the handwriting may not match. [Click 11A Daffodil](#), [11B Lily](#), [11C Rose](#) for **Presidential Award Cards**.
3. All Award cards are filled out in permanent green ink.
4. In preparation for the Horticulture Award card writing, go through the schedule and mark the sections that will receive Standard Award cards. Be familiar with how to find the information that goes on the award card. (*Entry*: Name of the Flower; *Section*: The horticulture section that the class entered is listed in the schedule e.g. Section A; *Class*: the number assigned to that specific class in the horticulture schedule; *Presented*: Date Judged). Each Award card writer should have a copy of the horticulture classes in front of her so there will be consistency. Click **22A Daffodil**, **22B Lily**, **22C Rose** for examples of **Completed Standard and Presidential Award Cards**.

Day of Show

1. Place all Trophies on the trophy table in the order to be awarded, going directly by the schedule. People attending can follow the format more easily. Remember to provide for adequate security of trophies.
2. Each trophy should have an identification card to eliminate awarding the wrong trophy. Also, it's a good idea to put a paper with the name of the winner in the GCV cups in order to easily know to whom they belong if they are not claimed the day of the show.
3. **GIVE THE HORTICULTURE AWARD INDEX CARDS TO THE GCV FSC DAFFODIL, LILY OR ROSE CHAIRMAN PRIOR TO JUDGING.** She will then distribute the cards to her judging team with instructions to fully complete each card and return to Horticulture Tabulation & Awards for recording and compiling. These cards are then read from at the Awards Ceremony. Obtain 4 copies of the Horticulture Registration Master list "A to Z" by last name and 4 copies sorted in order of Exhibitor number from the Registration Chairman after registration closes. This will help with the proper spelling of exhibitor names. The GCV Handbook and Directory is also helpful in looking up entrants' names.
4. Complete setting up the Horticulture Tabulation and Awards area with in/out baskets, sorting baskets, instruction sheets, standard award cards, presidential award cards, miniature award cards (if using), green pens, show-specific spreadsheets to list trophy and ribbon winners, show schedules, GCV directories, etc.
5. A computer is optional during tabulation but if you have extra people one can be assigned to enter the winners' names into the applicable files (to be sent later to the GCV for posting on the website).
6. Be patient as judging takes time.

Awards Ceremony

1. Get copy of the Award Ceremony [12A Agenda](#) from the Artistic Tabulation & Awards Chair.
2. Ensure that tabulation has determined the Sweepstakes Winner(s) for your show.
3. Collect all Horticulture Award Index Cards from Horticulture Tabulation & Awards workers. Check that you have a card for each horticulture award given. Arrange cards in the order the award will be announced i.e. the order the awards are listed in the schedule.
4. With the assistance of the GCV FSC Awards person, rearrange the Horticulture trophies and awards, if needed, to reflect the awards being given.
5. Participate in the Awards Ceremony by locating the trophy to be awarded and handing it to the Presenter of the Awards.
6. Ensure that the wrapping station is manned.

After the Show

1. Collect all unclaimed Award Cards and ribbons and work with Show Co-Chairmen to mail to exhibitors.

2. Ensure that the GCV FSC Awards Chairman has collected all un-awarded trophies and those trophies won by non-GCV members. It is her responsibility to return these trophies to the Kent-Valentine House trophy case. If the GCV FSC Awards chairman is unable to perform this task she must make suitable alternative arrangements. These are valuable items.
3. Send the **Horticulture Award Winners List** (see above) the GCV for posting on the website.
4. Send the [23A Daffodil](#), [23B Lily](#), 23C **Rose Horticulture Ribbon Winners List** to the GCV for posting on the website. **Note: This template will need “tweaking” to adjust to the numbers of entries per class, etc.**
5. Update Awards book and return to the FSC Awards Chairman at the end of the host club’s two years of shows. Do not pass it directly on to the next host club. The FSC Awards Chairman will review the books and give them to the next host club.
6. Go through the Horticulture Tabulation/Awards notebook and remove any information that is not needed before passing it on to next year’s host club.
7. Pass the leftover supplies on to the next host club.

Hospitality

The Hospitality Committee provides light food, selected meals, and beverages for exhibitors, judges, and distinguished guests throughout show setup and judging. The Hospitality Committee members serve as hostesses throughout the show and offer assistance whenever possible. Committee members may also offer to assist participating judges with transportation to local events.

Guidelines

1. Provide light food and drinks for exhibitors the day before and morning of the show.
2. Extend every consideration and courtesy to the participating judges, such as transportation to the judges dinner if it is deemed absolutely necessary because of specific problems with the location of the dinner; coffee and light food before judging; and a lunch on site or box lunch following judging.
3. A dinner honoring the Judges the night before judging has been the tradition of GCV.
4. Provide nametags for the Judges’ dinner party as well as for the day of judging. Include those listed below. **Horticulture Judges only** are invited to bring a spouse or guest.
 - a. Artistic Judges
 - b. Student Judges
 - c. Horticulture Judges and their spouse or guest on pay your own basis (consult Host Club Judges' Chairman)
 - d. Flower show committee members who are working on your show
 - e. GCV Photographer
 - f. Consideration may be made for transporting these guests to and from the dinner, if it is in a particularly difficult location to reach. Most will be strangers to the area. Small buses, or host club members and/or spouses could be considered. Otherwise, the guests all have their own cars, and will simply need directions or exact address for GPS use.
5. Obtain a list of GCV members to be included in events from the GCV Flower Shows Chairman. These members may be invited on a Dutch treat basis, with an amount specified to be paid to the host club. E-vites are acceptable. RSVPs are needed for planning purposes.
6. Work with Host Club Show Co-Chairmen, Printing Chairman, and Host Club Judges’ Chairman to complete guest lists and send invitations.
7. Include the following GCV members in show events:
 - a. GCV President

- b. GCV First Vice-President
 - c. GCV Photographer
 - d. GCV Flower Shows Committee Liaison to the Board
 - e. GCV Flower Shows Chairman
 - f. GCV Flower Shows Committee Members (only those working the show)
 - g. GCV Daffodil, Lily or Rose Chairman
 - h. Others as determined by Host Club Show Co-Chairmen.
8. Host clubs are not responsible financially for overnight accommodations for GCV members who assist with a show or for any other classifier or judge, but should provide a list of accommodations, hopefully with negotiated block rates.
 9. Arrange to have at least two members act as hostesses on the show floor during the hours that the show is open to answer questions. Hostesses should be identifiable and wear nametags.

Judges Committee

Guidelines for GCV Artistic Judges Chairman

1. Send the names, addresses, and email addresses of Judges and Student Judges to be invited to judge 1-2 months prior to the show. The invitations are not to be issued until the proceeding GCV show has occurred. Example: The Lily Show invitations are not to be issued until the Daffodil Show has occurred.
2. Provide the number of required Judges and Student Judges to the Host Club Show Co-Chairmen, along with extra names if they are needed. This number is used by the Host Club's Hospitality Committee.
3. Make Judges' assignments and provide that information to the Judges.
4. Find replacements for Judges in case of last minute emergencies.

Guidelines for GCV Daffodil, Lily, or Rose Chairman

Horticulture Judges are chosen from the Daffodil, Lily or Rose sanctioned societies and judge only one GCV show per year.

1. Send the names, addresses, and emails if available and number of Horticulture Judges needed 4-6 months prior to the show.
2. Provide the number of required Judges to the Host Club's Show Co-Chairmen, along with extra names if they are needed. This number is used by the Host Club's Hospitality Committee.
3. Make the Judges assignments and provide that information to the Judges.
4. Find replacements for Judges in case of last minute emergencies.

Guidelines for Host Club's Judges Chairman

1. The GCV Judges Chairman will supply a list to you of those qualified Artistic judges who have agreed to work with your show.
2. Send a letter to the Artistic Judges 4-6 weeks prior to the show. Thank the Judges for agreeing to judge and provide pertinent information such as lodging with reservation phone # or reservation web site, the time and location of Judges' meetings, planned hospitality, and a show schedule.
3. Plan for a space for the artistic judges to meet on the afternoon before the show opening. They will need about an hour to discuss the schedule and any questions and answers that have come up about it previous to the show.
4. Provide separate space for Horticulture and Artistic Judges' meetings on the morning of the show opening.

5. Ensure that there is proper hospitality. Provide coffee and small pastries the morning of the show and a box lunch after judging.
6. Immediately following the show, send thank you notes of appreciation to each Judge.

Printing

1. Printing is one of the largest expenses. Therefore, it is the recommendation of the GCV Flower Shows Committee to offer the complete flower show schedule online only. The schedule must be proofed and approved by GCV Flower Shows Chairman and appropriate GCV Flower Chairman before publishing online.
2. With the Host Club Show Chairmen, determine which other online opportunities are available to your club to cut down the cost of printing and mailing, for example, letters of invitation, dinner invitations, and a shortened mini-schedules/handouts. A shortened mini schedule with just the horticulture and artistic classes may be produced on a home computer or at a discount printer for little money. These can be printed for visitors to a show. It can also be available online along with the full schedule for a quickly printed reference for exhibitors and judges to print themselves and use at the shows.
3. Since the schedule will be posted online, GCV members will have easy access to it. Pertinent horticulture societies should be notified that they will need to access our website to see the schedule (which is public) and they can notify their members.
4. Work with Hospitality and Show Judges' Chairman on the details of online invitations for the Judges' dinner.
5. Work with Staging Chairman to make signs for show floor.
6. Work with Properties Chairman to repair or replace signs or display cards.

Click [24A Daffodil](#), [24B Lily](#), [24C Rose](#) for examples of past year's **Schedules**.

Checklist for the Schedule

1. Name of Host Club and the GCV
2. Date
3. Location
4. Hours that exhibits will be received and removed. (Exhibits may NOT be removed until fifteen minutes after the show floor is closed by the Host Club Co-Chairman.)
5. Hours the show will be open to the public and the time of the President's Award Presentation.
6. Legal name of the GCV President, GCV Flower Shows Chairman and the GCV Flower Chairman (e.g. Ann Gordon Evans)
7. Legal name of the GCV Artistic Judges Chairman, email, and phone number.
8. Legal name of the Horticulture Schedule Chairman, email, and phone number.
9. Legal name of the Registration Chairman, email, address and phone number.
10. Front cover should include "Donations Accepted".
11. Statement that "All rules apply as stated in the GCV Flower Shows Handbook."
12. Map showing show location and local motel/hotel information.
13. List of the Awards in the order in which they are to be presented.
14. Statement of gratitude to Hilldrup Moving and Storage and to Mr. and Mrs. Charles G. McDaniel for their generous donation of storage and transportation for GCV show properties.

Properties

The Properties Committee works closely with the Staging Committee to handle flower show property management. Daffodil, Lily and Rose Shows each have their own properties in storage containers at Hilldrup Moving and Storage Company in Richmond. Each show requires different horticulture specimen containers,

different risers for horticulture displays and different pedestals for Inter Club arrangements. Some types of properties may be used for all shows. [Click 31 for a current Inventory of Flower Shows Properties.](#)

Visits to Hilldrup Moving and Storage Company are NOT allowed. If questions or concerns arise, contact the GCV Flower Shows Chairman or the GCV Executive Director for assistance. Do not contact Hilldrup directly.

The moving of the properties will be taken care of by the Hilldrup personnel, but the unpacking and repacking of specimen bottles is the responsibility of the Host Club Workroom and Cleanup Committee.

A suggested tip of \$35.00 to each person delivering or picking up for Hilldrup is highly encouraged. If Hilldrup personnel are present during meal time, offer food as a courtesy in appreciation for all they do for GCV.

Guidelines

1. Make arrangements with the GCV Executive Director to contact Hilldrup Moving and Storage Company well in advance for the exact date and time the properties are to be delivered before the show and picked up after the show.
2. Purchase additional supplies as needed:
 - a. Scotch tape, pins, extension cords
 - b. Ribbon for division of Horticulture classes
 - c. Signs for Horticulture and Artistic classes. Some signs may be available from previous shows, but artistic class signs that are unique to the Host Club schedule will have to be made.
3. Maintain a list of properties delivered and returned to storage. Work closely with Staging when taking inventory of properties.
4. Some small supplies should be stored by Committee Chairmen and then passed on to successive Chairmen.
 - a. Awards supplies
 - b. Tabulation supplies
 - c. Clerks and Runners supplies
 - d. Exhibitor Entry Cards
 - e. Reusable signage

Publicity

The success of a flower show is often measured by attendance. The Host Club Publicity Chairman works closely with the GCV Public Relations Chair to boost show attendance by creating and implementing an effective publicity plan.

Guidelines

1. Work with the GCV Journal Chairman. Take out an ad, or place an article ahead of time.
2. Develop plan to publicize the show to members and public.
3. Plan and arrange for announcements in national as well as local magazines, newspapers, radio, TV, internet, national flower societies, local garden clubs, school groups, retirement homes, etc.
4. Contact GCV Daffodil, Lily, or Rose Chairman for assistance in submitting show information to the appropriate national and regional societies.
5. Develop posters and distribute in local surroundings if applicable.
6. Contact the local Chamber of Commerce.
7. Solicit media coverage, interviews, and photos of the show site and flower entries in local media. This encourages attendance the second day of the show.
8. Consider contacting local nursing homes and care communities-they often will bus their clients to event.

9. Consider a social event the opening night and have your members send invites.

Registration

The Registration Committee is responsible for preshow mailings, registration of exhibitors, and check-in at show time. The Registration Chairman is present during judging to assist Tabulation.

The Host Club's Registration Chairman, Artistic Tabulation/Awards Chairman and the Horticulture Tabulation/Awards Chairman need to work very closely together before and during the show. The Container Return Chairman will also need to work with Registration Chairman.

All 4 chairmen should meet 2 months prior to the opening of registration to prepare the spreadsheets that will be used throughout the process of Registration & Tabulation/Awards. Examples of these spreadsheets should be available from prior year's host club as well as on the GCV website. It is vital that Registration use spreadsheets that facilitate the task of Tabulation & Awards. (to keep the spreadsheet to the 8.5 x 11 inch size.)

Registration Chairman: Needs to be organized, knowledgeable about Excel Spreadsheets, email, and the Exhibitor Entry Card.

Goals of Registration:

1. To provide a complete list in Spreadsheet format of all Artistic, Horticulture and Test Collection Registrants for Artistic Tab/Awards Chairman and Horticulture Tab/Awards Chairman. **All** Artistic Classes are pre-registered prior to the show. Registering for Horticulture is optional so there will be many registering for horticulture at the show. Registering for the Test Collection is done to give the Host Club an idea of how much space to allot on the showroom floor for that class.
 - Click [5A Daffodil](#), [5B Lily](#), [5C Rose](#) for **Master Artistic Registration List**.
 - Click [19 Master Horticulture Registration List Incl Test Collections Template](#).

(Both can be printed on 8.5x11 inch paper if you keep the formatting.)
2. To compile two "file boxes" (plastic boxes passed from last year's host club): one for all Artistic Registrants and one for all Horticulture and Test Collection Registrants. These are then passed to Artistic Tab/Awards and Horticulture Tab/Awards at the close of registration and used for filing exhibitor stubs.

Guidelines

1. Eight weeks before the show, compile a mailing list, prepare labels and envelopes, and send schedule and other information. Include the following:
 1. All exhibitors in the previous show who are not members of the GCV
 2. Each GCV member club's Flower Show Chairman and the Daffodil, Lily or Rose Chairman
 3. GCV Flower Shows Chairman
 4. Daffodil, Lily or Rose Chairman
 5. Local garden clubs-information only
 6. Local horticulturists and interested commercial growers-information only
2. Send email out to all GCV Clubs using the GCV website stating that registration is now open.
3. Request the following entry information:
 1. Name
 2. Address
 3. Phone
 4. Email
 5. Garden Club
 6. Artistic Class

4. Receive emails via GCV Communications Director from all Registrants. (You may want to establish an email account specifically for the years of the show but this needs to be determined before the schedule is printed so that it may be listed there.)
5. Respond to each Registrant acknowledging receipt of their registration and assign to them an Exhibitor #. (For examples of Exhibitor numbers look at prior year's Master Registration lists.)
6. Print out a copy of the Registrant's email, make notation on printout of the exhibitor # assigned to them and the date you responded. Store printouts in the Registration Binder.
7. Create and maintain an alphabetical Master Registration List for Artistic and Horticulture exhibitors. Record each Registrant on the applicable Master List(s) spreadsheet (Master List of Artistic Exhibitors and/or Master List of Horticulture and Test Collection Exhibitors).
8. When a member club registers for an Inter Club Artistic class, verify the class against the Inter Club Assignment table. The four Inter Club arrangement sections are designated by letter: A, B, C, or D. Assign Exhibitor numbers in the order received. Arrangements will be placed on the show floor in the assigned section (A, B, C, or D). [Click 32-Inter Club Artistic Assignments](#).
9. Monitor the artistic classes as the weeks go by. Inform Schedule Chairman about any empty slots in the Artistic Individual Classes. A minimum of 3 registrants is required to keep the class open. Notify GCV Communications Director of any Individual Artistic Class that has "filled" so that she may close Registration for that class.
10. One month prior to show date email a reminder to Club Presidents and Club Flower Show Chairmen of any club who has not registered for the Inter Club classes. If necessary, email any "stragglers" a week prior to the close of registration.
11. Set up and assign committee members to man the Registration table.
12. Work with Staging and Show Chairmen to make sure you have tables, chairs, signs, tablecloths, extension cords for computer, etc. for days of show.
13. Be present in Tabulation/Awards during judging.

Close of online registration (7-10 days before show)

1. Use information from spreadsheets to print out Registration **index** cards (use Mail Merge) for all registrants (Artistic Inter Club, Artistic Individual, Horticulture Test Collection and pre-registered Horticulture). File in appropriate artistic or horticulture file boxes: Artistic Inter Club is filed by Club name, Artistic Individual filed by last name. Horticulture filed by last name and Test Club collections filed by Club name.
 - [Click 25 Online Registrant Artistic Index Card \(Individual\)](#)
 - [Click 26 Online Registrant Artistic Index Card \(Inter Club\)](#)
 - [Click 27 Online Registrant Hort Index Card](#)
 - [Click 28 Online Registrant Hort Index Card \(Test Collection\)](#)
 - [Click 29 New Registrant Hort Index Card](#)
 - [Click 30 New Registrant Hort Index Card \(Test Collection\)](#)
2. Use information from spreadsheets to print out return address labels for all **Artistic** registrants (need 4 labels per registrant). Two labels are used for Exhibitor Entry Cards and 2 can be used to apply to container and/or accessories.
3. Use information from spreadsheets to "mail merge" into Container Return form.
4. An Exhibitor Entry Card needs to be completed for each **Artistic** registrant and each **Horticulture Test Collection** registrant and filed in the applicable Artistic or Horticulture file box (paper clipped to the registration card along with 2 return address labels). The same type of Exhibitor Entry Card is used for both Artistic & Horticulture entries so there is always confusion about how to correctly fill out this card. Registration Chairman must understand that Artistic Inter Club Classes are registered in the "name of the Club"; Artistic Individual Classes are registered in the individual's name; Horticulture Test Collection registrants are registered in the "name of the Club"; and Horticulture Registrants are registered in the individual's name. [Click 14 for Exhibitor Entry Card with Instructions](#).

5. Print at least 4 copies (Tab/Awards will need copies) of each of the following (8 ½ x 11 paper):
 - a. Master list of Artistic Registrants Final A to Z (should have Inter Club portion A to Z by club name and Individual portion A to Z by last name).
 - b. Master list of Artistic Registrants Final by Artistic Class.
6. Print Container Return Forms for Container Return Chairman.
7. Assign committee members to man the Registration table.

Set-up Day

Determine if the venue's wireless requires a password for internet access. Check your computer's ability to access the internet the day before you need to be up and running. Make sure your printer works.

Registration Show Days

1. Exhibitors must check in at the Registration Table on arrival at the show.
2. Make sure check boxes are filled in for club or society membership and NOVICE if appropriate (someone who has never won a blue ribbon in a state flower show).
3. Exhibitor Entry cards for Artistic Exhibitors and pre-registered horticulture exhibitors may be completed in advance by Registration and will be filed and ready for exhibitor's arrival.
4. Extra exhibitor entry cards should be available for exhibitors at the Registration Table.

Register the following:

1. **Artistic (Inter Club and Individual):** Add red "R" to top right of registrant's *index* card, put checkmark on hardcopy list of registrants, give registrants their pre-filled out Exhibitor Entry Card(s) and address labels, re-file index card, send registrant to container return.
2. **Horticulture - Pre-Registered:** Add red "R" to top right of registrant's *index* card, put checkmark on hardcopy list of registrants. Hand out Exhibitor Entry Cards.
3. **Horticulture - New registrants:** Ask new registrant to fill out "New Registrant Index Card". When completed assign exhibitor number and record exhibitor # on spreadsheet and index card. Also write down the exhibitor # on small card to give to registrant. Hand out Exhibitor Entry Cards (which they fill out on their own). For miniature daffodils use special Exhibitor Entry Card for the miniatures. Pass completed "New Registrant Index Card" to computer person so that she may add information to spreadsheet of all Horticulture Registrants. File **after** information has been entered.
4. **Horticulture – Test Collection Registrants:**
 - a. If pre-registered add red "R" to top right of registrant's index card, put checkmark on hardcopy list of registrants, give registrant their pre-filled out ("**name**" is Club Name, "**Variety**" is Daffodil **Chairman's Cup**) Exhibitor Entry Card.
 - b. If not pre-registered: Have registrant complete index card for New Registrant-Test Collection. Assign exhibitor # and record exhibitor # on index card, Exhibitor Entry Card and spreadsheet. Give registrant the Test Collection Exhibitor Entry Card (which has been partially pre-filled) with instructions to complete. Pass index card to computer person and file in Horticulture File Box after the information has been entered.

At close of Registration (should close ½ hour before Judging begins)

1. Print 4 copies of each: (Using 8 ½ by 11 paper)
 - a. Master list of Horticulture Registrants A to Z by last name. Don't forget to include Test Collection Registrants.
 - b. Master list of Horticulture Registrants by exhibitor number. Don't forget to include Test Collection Registrants.
 - c. Master list of Artistic Registrants (if not already printed).
2. When the floor is closed for judging, move from show entrance into the Tabulation area.
3. Assist tabulation chairmen by checking missing or incorrect "stub" information against the Master Registration Lists.

Artistic and Horticulture Schedule

The Schedule Committee works with the GCV Flower Shows Chairman and the GCV Daffodil, Lily or Rose Chairman to develop the show Schedule for approval one year prior to the show. The show Schedule includes an Artistic Schedule with suggested styles for each class, and a Horticulture Schedule which adheres to nationally sanctioned specifications. Prior to printing, the GCV Flower Shows Chairman must approve the Artistic Schedule and the GCV Daffodil, Lily or Rose Chairman must approve the Horticulture Schedule. Once approved, the Schedule becomes the "Law of the Show".

The Schedule Chairman should be an artistic judge, and must be an experienced exhibitor. She and her committee work closely with the Host Club Show Co-Chairmen, Staging, Properties, and Printing Chairmen.

Guidelines

1. It is necessary to avoid duplications in the Inter Club class from any GCV flower show in the last two years, as choosing arrangements for your show that are fresh will inspire both arrangers and those attending as visitors. **BEFORE** starting your schedule, refer to the *Reference List of Floral Designs in Recent GCV Flower Shows*. **Obtain this from the Flower Show Chairman** and select the appropriate link at the top of the page for a printable PDF Reference List.
2. Include introduction remarks of a theme at the beginning of the artistic division. Minimize words to minimize cost of printing.
3. Be specific, concise, and clear.
4. Review the inventory list for available staging properties.
5. Consider the show theme as well as design styles as they relate to show space, ceiling height and available staging materials. Print design styles in bold typeface.
6. Present the Schedule for approval by the GCV Flower Shows Chairman and the GCV Daffodil, Lily or Rose Chairman at the same time the Staging Committee floor plan is presented.
 - a. Pick a theme that is not super specific-you want to be able to come up with at least 8 arranging styles, and the less specific the better for creative arrangers. Telling a "story" is often not desirable-or even possible for many arranging styles.
 - b. Always refer to the artistic design rules on Page 2 of the handbook section called "Entering a GCV Flower Show". This will help in your planning. Do not rely on the rules in the previous show's schedule, as they have changed in the time that has passed.
 - c. You do not have to restate what is already clearly stated here-just mention things that are unique to your space and setting. For instance, if you chose a miniature arrangement for your schedule, the handbook clearly states the size.
 - d. Many things in our rules are allowed unless noted. This is because the more freedom an arranger has, the more interesting the class. Think hard before prohibiting. For instance, if you prohibit accessories, it means no draperies, which are often an important part of a period arrangement.
 - e. Work closely with the members in charge of space at your venue. You need to know exactly what properties are available for your arrangements and what type of background is present or will be used. Designers need to know exactly how much space they have, and what it looks like.
 - f. Placing arrangements in front of windows is very distracting-if you must deal with this situation, you will have to figure out ways to block them.
 - g. Many arrangers would like to choose their own colors for backdrops or add a drapery for added color effect. If there is any way to accommodate this, please let them know how to accomplish it. For example, if you are providing a black backdrop with specific dimensions, can they substitute one of a different color, but the same size? Can they drape your backdrop? Can their

- arrangement be taller than height of backdrop? Only you will know if the show background is neutral or confusing. Give the arrangers this information so all will be on a level playing field.
- h. Make sure when you select an arranging style that you have the appropriate space to display it. Some arrangements do not fit well on a pedestal. If you wish to use one of these larger or unusual spatial designs for an Inter Club class, make sure you have enough table space for 11-12 arrangements. Pedestals are only 12 inches square, and to eliminate the risk of entries bumping into each other, they are limited to extending 6 inches to either side. Remember-no backdrops are permitted on pedestals. (See artistic rules and regulations) If you have questions about which arrangements work best in which setting, please contact the current flower show chairman.
 - i. Similarly, make sure the styles you are choosing for your show work well with your featured flower. For example, it is unwise to choose an underwater arrangement for a daffodil show, as they do not hold up well. Our shows must last two days. Test your proposed schedule with experienced judges and arrangers before submitting it-they can probably alert you to potential problems. Scale is sometimes a big problem-don't call for a small arrangement to be placed against a big backdrop-unless you allow arrangers to modify that space. Another example-don't ask for an arrangement characterized by small flowers in a show with big flowers-this ideally means no miniatures, paves or mille fleurs at Lily Shows.
7. Keep in mind that overly detailed instructions regarding design and expectations limit creativity in Artistic Classes.
 8. Please include specific staging details regarding space, backgrounds and properties.
 9. Individual Artistic Classes
 - a. Number of sides from which the design will be viewed (always judged from three feet away directly in front of the arrangement).
 - b. Title and style of design
 - c. Number of entries allowed in the class
 - d. Complete description of staging including size of niche space, size of top of pedestal and height, table size and space allowed, background colors and lighting
 - e. Restrictions (if any)

Staging

The Staging Committee creates the show floor plan to be approved by the GCV Flower Shows Chairman and the GCV Daffodil, Lily or Rose Chairman. The Staging Committee participates in a site visit with the GCV Flower Shows Chairman and the GCV Daffodil, Lily or Rose Chairman to discuss space requirements for each aspect of the show. The committee works closely with the Schedule and Properties Committees.

Guidelines

1. Create and submit floor plan for approval by the GCV Flower Shows Chairman.
2. When hosting a GCV show, space is needed for the following (some spaces may be used for multiple purposes):
 - a. Clearly marked off drop-off space for entrants. There may be separate entrances for horticulture or artistic entries depending on venue space.
 - b. The GCV Horticulture chairman prepares a special exhibit for educational purposes which should be prominently displayed.
 - c. Provide wagons or carts for arriving entrants.
 - d. Horticulture Exhibits : Daffodil - 24 risers 2' deep x 10' long
 - e. Artistic Exhibits (Inter Club and Individual Classes)
 - f. Awards Ceremony and Awards Table

- g. Horticulture Winner's Table
 - h. Horticulture Work Space
 - i. Artistic Work Space
 - j. Hospitality space for Horticulture and Artistic Judges on day of show (and for arrangers and committees the afternoon prior to the Judging)
 - k. Separate meeting space for Artistic and Horticulture Judges for pre-show instructions.
 - l. Separate spaces for instructions for Horticulture and Artistic Clerks and Runners
 - m. Work areas for Tabulation and Award Card Writers during judging
3. Artistic Classes:
- a. Plan areas so that each class is displayed as a unit. It makes judging much easier and less confusing.
 - b. Try to ensure that all arrangers in any one class have the same space and background as everyone else in that class. It can really disadvantage an exhibitor to have different space or backgrounds. Don't split the classes if possible.
 - c. Miniature arrangements are to be staged at eye level.
 - d. Aisles should be wide if possible to keep Judges from backing into each other or other arrangements. They judge at a distance of 3 feet in front of exhibits.
 - e. Pedestals must be at least 18" apart.
 - f. Remember that some arrangements must be done in place - i.e. floor design, challenge classes, etc.
4. Horticulture Classes:
- a. While shadowing at the prior year's flower show make note of the amount of space allotted for each class. The space required will vary from year to year, but it will give you an idea of how much space is needed for each class.
 - b. Exhibit tables are to be covered and skirted.
5. Prior to the properties being returned to storage, the Staging Committee should make note of any painting or repair work needed for the next years' show.

Treasurer of the Show

The Treasurer of the show is responsible for establishing a budget for the show and is responsible for all money received and expended.

Guidelines

1. Work with Host Club Show Co-Chairmen and GCV Daffodil, Lily or Rose Chairman to prepare show budget.
2. Arrange for a "Green Offering" bowl for contributions during the hours that the show is open. The contributions will be used to defray the cost of the show.
3. Pay all approved bills presented by Committee Chairmen. The Host Club Show Co-Chairmen approve bills.
4. Prepare [01A Flower Shows Financial Form](#) at the end of the show. Send copy of report to the Host Club Co-Chairmen, GCV Treasurer, GCV Flower Shows Chairman, appropriate GCV Daffodil, Lily or Rose Chairman and file for upcoming Host Club Treasurer.

Workroom and Cleanup

The Workroom and Cleanup Committee prepares Artistic and Horticulture workrooms by setting up workroom properties and providing supplies. The committee maintains the workroom in an orderly manner and provides assistance to exhibitors as needed. The properties left over in the workroom may be packed up when

Judging begins. Upon show closing, the committee disperses or disposes of unused flowers appropriately, and packs up the remaining properties and cleans the area.

Guidelines

1. Provide as many work tables as possible. You can never have too many!
2. Have supplies for your exhibitors at each table, i.e. index cards, paperclips, entry cards, etc.
3. Unpack, wash, and fill horticulture specimen containers with water on entry days. A water supply in the room is helpful; however filled pitchers of water will work.
4. Have knowledgeable people in workrooms to assist with filling out forms and proper procedures to be taken for entering work. Many GCV members are unfamiliar with exhibitor entry cards for horticulture. It is time saving to have a prominent poster explaining how to fill out those cards.
5. Lily, rose and daffodil committee members should be clearly identifiable and available for help in classification and identification of specimens.
6. Reference material for identification should be available. This applies to GCV collections as well.
7. Assign a timekeeper to make sure everyone knows when his or her time is up, and the deadline to enter is approaching. They should also make clear when all personal belongings must be removed from workroom.
8. Work in progress may be left in workrooms the night before the show opens.

Entering Specimens and Arrangements

1. Assist exhibitors any way possible. Have runners available to help carry specimens to the show floor and to "clear the way" for exhibitors carrying arrangements.
2. Please note that some shows reserve the right to double check the exhibitor entry cards, and/or carry specimens to proper staging area.
3. Keep show floor tidy and dry at all times.

After the Workroom Closes on the Morning of the Show Opening

1. Place left over flowers in containers that the Host Club can send to supporters, shut-ins, or nursing homes.
2. Remove all unused flowers from the workroom and clean the exhibitor's work areas.
3. Empty any unused specimen containers.
4. Empty, dry (hair dryers can be useful), inventory, and pack all supplies for the storage company to pick up.
5. Assist in the inventory of properties for storage.
6. Clean and clear all areas.

Equipment

Workroom properties will be delivered by Hilldrup Moving and Storage.

1. Specimen containers
2. Cotton balls and Q-tips
3. Display hooks
4. Small watering containers
5. Pencils, scissors, paper clips, 3x5 index cards, scotch tape, pins, yardsticks, plastic wrap.

You will need to supply the following:

1. Exhibitor entry cards-they are stored in the KVH basement
2. Table for left over foliage and flowers

3. Containers for left over flowers
4. Boxwood for Daffodil Show (should be conditioned by soaking in water the day before)
5. Large trash containers
6. Daffodil, Lily or Rose reference books and general plant references