

FLOWER SHOW and FLORAL DESIGN COMMITTEE

The Flower Show Chair together with her Vice Chair/Awards Points Keeper, and their committee are responsible for overseeing, planning and making the necessary arrangements for The Weeders Club Flower Shows for the year. The committee creates the schedules for the shows each year; sets up and staffs the shows with clerks, passers, stagers, registrars and judges.

Responsibilities include:

- Making a schedule of classes for each flower show.
- Choosing a theme(s) for the shows.
- Selecting the dates and choosing a venue for the shows (work with the Program Committee).
- Providing show dates to The Weeders Program Chair who will relay those dates to the GCA Zone V Judging Representative so judges can be assigned to all Weeders Flower Shows.
- Submitting the show schedules to Print and Publications for insertion in the “Program Book”.
- Proofing the Flower Show Schedules in the “Program Book” and sending approval to the President in advance of printing.
- Confirming list of Committee members and submitting that list to the President for her approval.
- Scheduling meetings with the Flower Show Committee members.
- Maintaining, replenishing and storing all Club Flower Show supplies including tablecloths, vases, committee books, clipboards, registration cards etc.
- Making improvements to and/or upgrading supplies.
- Identifying improvements to the Flower Show in general.
- Overseeing the set up for the Flower Show (typically done the day before or morning of show) and the after-show cleanup (day of the show).
- Tracking each entrant’s points for the year in Weeders Club Shows (for end of year awards purposes).
- Planning programs or workshops relevant to flower shows.
- Working with the yearly budget allocation, provided by the Treasure, to cover supplies and workshops.
- Making sure that photographs of activities/entries are sent to the Website Administrator for posting.

Committees and Positions:

Permanent/Official/Assigned Positions and responsibilities:

1. **Chair** – responsibilities outlined above and in the timeline for responsibilities below.

2. **Vice Chair/Awards Points Keeper** – assists the Chair and serves as Awards Points Keeper. She is responsible for providing the Club Vice President/Awards Chair with flower show entry and awards information for all Weeders after each show and for providing totals to the Vice President/Awards Chair at the end of the year after the last show, including entry information for Weeders who have entered outside shows. It is helpful if she has some understanding of Excel/spreadsheets.
 - **After each show** she receives the entry and award information from the Clerks and enters that information on her master spreadsheet.
 - She receives from the Registrar the Registration Form for the show and enters that information on her spreadsheet.
 - **At the end of the year**, she tallies all the information. She determines which Weeders will be recipients of each Exhibitor Award, and provides that information to the Vice President/Awards Chair
 - She assists the Vice President/Awards Chair in presenting awards to the recipients.

3. **Show Points Keeper** –chosen by Flower Show Vice Chair/Awards Points Keeper. One Show Points Keeper may be chosen for each individual show – She is Responsible for tracking the number of entries and number of 1st, 2nd, 3rd, Honorable Mention and Best in Show for each entrant.

4. **The Weeders GCA Judging Representative** - serves as the Judge Liaison for the Flower Show Committee. She serves as the contact person to communicate with the GCA Zone V Judging Representative on behalf of the Weeders. Her responsibilities include:
 - Upon receiving the list of assigned judges from the GCA Zone V Representative, provide them with the necessary information regarding the shows. This should be done about one month before the show. Information to be included is:
 - Date of the show
 - Time
 - Place
 - Directions to the site
 - Flower Show schedule
 - Flower Show rules
 - Invitation to lunch, if lunch is to be served
 - Confirming and communicating directly with the judges 1-2 weeks before the show and reporting RSVP's from judges to the Meeting Hostesses so they know who is staying for lunch on the day of the show. If necessary, she should arrange with the hostesses for "lunches to go".
 - Buying, bringing and distributing the judges thank- you gifts on the day of the show. Expenses incurred are reimbursed by the Treasurer as per the approved budget.

- Greeting the judges upon arrival at the Flower Show, thanking them for coming, introducing them to The Weeders Flower Show Chair and Vice Chair, offering them seating and coffee until they are to begin their job. Before they start, the Judging Representative or the Flower Show Chair explains any changes to the schedule, the rules or normal proceedings of the flower show.
- After the show, giving each judge a small thank you gift along with a thank you note as she/he has just given up an entire morning for our show. The gift may be a plant or anything that is small and appropriate, such as floral notecards, or floral cocktail napkins.
- This job requires about 4 hours per show.

Additional Positions and Responsibilities (these positions change with each show)

1. **Committee Members** – General responsibilities are to help make the show run smoothly and to be available to help with any position that needs to be filled. Duties may include running miscellaneous errands, general set-up duties, helping entrants carry their entries into the show, double checking Entry Cards for entrant's names, class numbers, or any missing information, making sure the show area is tidy, boxes etc. are under tables and making sure all entries are passed, etc. Committee members may also be called on to fill in for another position that does not show up on the day of the show, such as a Stager, Clerk, etc.
2. **Clerks** – Clerks are responsible for following the judges, taking notes and writing down the judges' comments for each entry as the judges direct, moving entries if directed by the judges or show chairs, placing the awards on winning entries, and noting the winning entries on the Clerks' Sheets. The Clerk indicates a "Class Commendation" as per the Judges' instructions. After the judges are finished, the Clerk writes the judges' comments on the back of the corresponding Entry Card and submits her Class Sheets along with the award results to the Flower Show Chair, who gives them to the Flower Show Vice Chair/Awards Points Keeper. The Flower Show Chair is ultimately responsible for giving the correct information to the Awards Points Keeper.

Typically, about 4 clerks are needed for a show - 1 or 2 Clerks for artistic entries and 2-3 Clerks for the horticulture Entries. Try to choose Clerks not only from the Flower Show Committee but also from the general Weeders Membership to increase participation in each show. Clerks may miss all or part of the meeting or program for that day as the judging takes place during this time and the Clerks are required to stay until the judges have finished. When all of the Clerks' duties have been performed, they may return to the meeting or program already in progress.

3. **Stagers** –Stagers work with the Passers to stage entries on the tables, so that they are easier to judge. This may require removing classes that have no entries, elevating entries on pots, risers or stands (whatever is provided by the committee), rearranging entries to be better seen (such as moving taller entries to the back), evenly spacing entries, making sure entries are facing best side forward and are

properly wedged, etc. The Stager is the only person allowed to move entries on the tables, once they have been passed (1-2 Stagers per size of show).

4. **Passers** – Passers approve or “pass” entries in each class once they have been placed on the tables. Passers must scrutinize each entry for correct identification and plant name, condition of the specimen, appropriateness of the entry for the class, following size guidelines, etc. (Passer Checklists are available). Typically, 4-7 Passers are needed depending on the size of the show. It is better to have too many Passers than too few, which could delay the start time of the show. Judges cannot be admitted until all entries are in place and passed.
5. **Registrar** – The Registrar registers all entries, writing entrant’s name and ID number on the Registration Chart, marking the # of entries in each class, and collects registration lists and ID# slips. After registration is complete, the Registrar tallies the total number of entries for each person and records the total on the Registration Chart. The Chair creates and supplies the Registration Chart. (1 Registrar per show).
6. **Set-Up Crew** – The Set-up Crew must be able to help carry supplies to the show space from the Chair and Vice Chairs cars; to lift and setup folding tables, move chairs and arrange room layout, spread tablecloths, lay out class cards, use green ribbon to divide up table surfaces to accommodate all of the classes, fill vases with water, setup grooming area, layout reference books etc. Typically, we need 6 people (Chair and Vice Chair + 4 people) or more if available to speed setup process.
7. **Cleanup Crew** – Members of the Cleanup Crew must be able to lift and collapse tables, remove and fold tablecloths, empty vases and place them back in boxes, gather supplies, help carry supplies to Chair or Vice Chair’s cars, move chairs and help tidy up the space and leave it as we found it.
8. **Greeter** – Responsible for greeting members who are entering the Flower Show and explaining the process if necessary. She assigns each entrant an ID#, makes sure that Entry Cards and Entry Lists are filled out, and directs members to the grooming table.

Timeline of Events:

(These responsibilities should be assigned by the Chair and distributed/shared with the Vice Chair and Committee members where applicable).

March through June of the year before:

1. If this is your first year as Chair get committee supplies, binders, vases books, etc. from the previous Chair. Find a place to store them (typically divide them with the Vice Chair).
2. Meet with the Vice Chair, who will serve as Awards Points Keeper – Discuss your plans for next year, any improvements to be made, the schedule, show themes, dates

of shows, committee members, what worked and didn't work the past year, programs/workshops, and budget.

3. Choose Committee Members – don't assume that all the current committee members will be returning. Start with last year's committee and try to add new members. Contact possible new members via email or phone. Submit final list of Committee Members to the Club President for her approval and for insertion in the Program Book
4. Start work on Flower Show class schedules for next year. The schedules should be generated by the Chair, the Vice Chair, and the whole committee.
5. Meet with the Flower Show Committee and meet with any other relevant committee chairs such as the Program and Horticulture and attend those committee meetings as you plan for next year.
6. The Chair and Vice Chair estimate expenses for the upcoming year and respond to the Treasurer's request for that information.
7. Confirm with the Treasurer the funds allotted to the committee after the spring Executive Committee meeting.

June through August:

1. In June, send the flower show dates to the Weeders Program Chair who will submit to the GCA Zone V Judging Representative for assignment of judges for our shows.
2. In June, contact the President and Print & Publications Committee to find out when they will require the schedules and list of Committee members, typically in July.
3. In July, submit the final Flower Show Schedules to the Print & Publications Committee on or before the deadline.
4. Ready, sort and organize supplies and information.
5. Clean, iron (if necessary) and fold tablecloths.
6. Make a list of missing or additional supplies to be purchased.
7. Clean vases.
8. Buy supplies and upgrades.
9. Make any crafts or building projects.

1 Month before the Flower Show:

1. Confirm with the Weeders GCA Judging Representative (Judging Liaison) that judges are set for the flower show and are available to come.
2. Make an announcement at The Weeders Meeting one month before the show to remind them that the next meeting is a Flower Show. Point out some exciting classes and make any other announcements regarding the show at this time.

2-3 Weeks before the Flower Show:

1. Confirm with the GCA Judging Representative (Judge Liaison) that judges' gifts have been purchased.
2. Confirm with Meeting Chair and Hostesses the time for entry into venue for setup and the number and size of tables needed.
3. Assign tasks to committee members if not done already.
4. Arrange for helpers for setup.

5. Print Class Cards for the tables and extra copies of show schedule for the judges and registrar.
6. Confirm that tablecloths are clean.
7. Organize supplies.
8. Work with Corresponding Secretary to develop an email to send to the members of the club reminding them of the upcoming show. Ask the President to help solicit entries for specific classes and attach a copy of the schedule. Consider sending examples of photos or flower arrangements in the style of the upcoming classes for the show (i.e., if there is a modern arrangement class, send a brief description of what a modern arrangement is as well as a photo or two of some modern arrangements).

Day Before the Flower Show:

1. Prepare Registration Sheet
2. Setup tables, tablecloths, Class Cards, vases, etc.
3. Confirm Passers, Registrar, Stagers, Clerks, etc.
4. Bring supplies and books.

Day of the Flower Show:

1. Bring anything you forgot to bring to setup.
2. Make sure helpers are doing assigned tasks.
3. The Judge Liaison greets and instructs the judges. Inform them of any changes to the schedule such as changed, moved, added or deleted classes.
4. Get award results from clerks: the clerks submit their Class Sheets with award results to the Flower Show Chair who gives them to the Flower Show Vice Chair/Awards Points Keeper. The Flower Show Chair is ultimately responsible for giving the correct information to the Awards Points Keeper.
5. The Show Points Keeper Enters in the spreadsheet provided by the Flower Show Vice Chair/Awards Points Keeper, the points earned by each exhibitor, how many entries per person and how many entries in each class. (Keep document and give or send it to Flower Show Vice Chair/ Awards Points Keeper after the show).
6. Announce the show results at meeting/lunch. Send the results to the President and the Recording Secretary to be attached to the minutes, and to the Website Administrator.
7. Clean up: collapse tables, remove and fold tablecloths, empty vases and place them back in boxes, gather supplies, help carry supplies to Chair or Vice Chair's cars, move chairs, tidy up the space and leave it as we found it.
8. Wash tablecloths so they are ready for next show.

End of year (end of May/early June):

1. After last flower show of the year the Awards Points Keeper completes and finalizes the spreadsheet to show all points earned by each member tallied for the year, including for outside shows, and sends the totals to the Club Vice President/Club Awards Chair. Individuals who enter outside shows should be reminded that they are responsible for submitting their entries and results to the Flower Show Vice

Chair/Awards Points Keeper after each show they enter, or at least after the last show entered for the year.

2. At the end of each program year the Chair is responsible for preparing a year-end report of the activities of the committee to be presented at the Annual Meeting. This should be provided to both the President and the Recording Secretary 1) electronically in advance of the meeting and 2) brought to the meeting as a hard copy. A hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.
3. After the Annual Meeting each year and before July 1, the Chair should confirm with all those listed on her committee to be sure they want to remain active. She should take this opportunity to add to the committee as appropriate. The list of committee members, as it is to be printed in the Program Book, should be forwarded, by the Chair, to the President who will approve it and forward it to Print and Publications.
4. After the last flower show of the year during the final year of your term, gather all supplies, vases and other committee materials, information, documents, etc. and turn them over to the chair of next year's committee.
5. At the end of your term as Chair, you are expected to serve in an advisory capacity for the new Chair and you may be called on to supply information and opinions or attend any relevant meetings. After your "retirement" you may, if you so choose, remain on the Flower Show Committee.

Other/Miscellaneous:

1. The Club Flower Show Chair should make announcements at Weeders meetings about upcoming workshops, flower shows, etc. as necessary throughout the year.
2. The Chair and Vice Chair should try to keep Weeders informed about up and coming outside flower shows and arrangement demonstrations by email or with announcements at Weeders meetings. To find out about other shows, contact GCA, talk to other garden club members, ask the current Weeders President for dates of other shows (she gets the schedules in the mail), and, of course, don't forget the PHS Philadelphia Flower Show.
3. Always keep your Vice Chair involved in and informed of your plans and decisions throughout the year. If corresponding via email be sure to always cc: each other on all emails sent regarding the Club Flower Show.

Source:

Melissa Bullitt 2008 (original document)

Patricia Doolittle 2015 (revised document)

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