

Show Chairman

1. **One Year in Advance** – Get initial commitment from site (Mall, Church, School etc.) re planned show date and a second date (as backup in case of a late freeze).
2. **4-5 Months before Show:**
 - a. Reconfirm date of Show by letter to Site Manager.
 - b. Notify ARS and Editor of Deep South District Bulletin of location and date of show.
 - c. Get Insurance Certificate for Show from ARS. Upon receipt, send policy information to Show site or have ARS send certificate directly to site.
 - d. Recruit Chairman for the following Show Committees:
 - Advertising
 - Awards
 - Classification
 - Clerks
 - Educational Exhibits/Information
 - Hospitality
 - Judges and Judges Hospitality
 - Photography
 - Placement (horticulture and arrangements)
 - Program Schedule
 - Publicity
 - Registration
 - Rose Sales
 - Security
 - Staging
 - Tally/Certificates (Calligrapher, if needed)
 - e. Develop “Show Schedule” following ARS rules with Program Chairman and other active Consulting Rosarians – modify/improve last year’s show schedule.
 - f. Send draft copy of Show Schedule to Deep South District ARS Chairman of Horticultural Judges and Chairman of Arrangement Judges for their comments and corrections.
 - g. Check carryover inventory of entry tags, ribbons and Certificates and order as needed from ARS. (Order ARS Certificates whenever available.)

3. **One Month before Show** - Meet with Staging Chairman and Manager of Show Site to coordinate Rose Show needs with the available facilities.
- a. Reiterate needs for Preparation Area – Lights, Water, Adequate Floor Space, Direct Access to outside, ability to enter this area by 6:30 a.m. on Show day.
 - b. Check with show site re available tables (gratis). Rent additional tables as needed. Have all tables delivered to show site by 10 a.m. on the day before the Show. Have tables picked up no earlier than 4:30 p.m. on final day of Show.
 - c. Check with show site re carts/kiosks that can be used for displays/Rose Sales, etc.
 - d. Work with Staging Chairman to draw floor plan of exhibition tables to be used by Staging Chairman to set up Show.

4. **Day Before Show**

- a. Oversee final set up for show – last minute changes may be required because of Show site conditions.
- b. Work with Staging Chairman and mark off placement of classes on Show tables using masking tape for both Hort. and Arrangements. (Mark each arranger's space specifically by name, not just the class. If there are several arrangements that will have to span a table joint, try to spread the table seams among the various arrangers. Also, give them a call the day before the show and alert them to the fact that they will be on a table seam in class XX so they can know to have underlayment.)
- c. Make sure Exhibition Supplies (bottles, bowls, boxes, mini supplies, etc.) are filled with water and placed on tables in Prep area. (Do **not** fill pics for Palettes, Picture Frames or Boxes.)
- d. Check availability of all Show supplies:
 - Ribbons, Certificates
 - Entry Tags, rubber bands, wedges, Saran wrap
 - Index cards, scratch pads, pencils
 - Letters, numbers, signs for Exhibition Tables
 - Clerks aprons, paper punches
 - Staplers, tape, miscellaneous supplies
 - Tally Sheets, Clerks instruction sheets

5. **Day of Show**

Oversee all Committee functions that take place prior to commencement of Judging.

Oversee all Committee functions occurring during Judging.

Attend Judges' hospitality.

Oversee Staging Committee's breakdown of Show and return show supplies and unused awards to storage.

Inventory all show supplies at conclusion of show.

6. **After Show**

Coordinate with Tally Chairman and send records of show winners to ARS and Editor of DSD Bulletin **within three days after Show**. Print names and addresses to avoid any mistakes.

Within 2 weeks after show – Compile comprehensive, detailed notes for next year's show.

Send Thank You to site and line up date for next year's show in letter.

Throughout the Year, motivate and work closely with all Committee Chairpersons and all society members to increase participation.

Kay Harrell
2/20/10