

# Clerks' Instructions

Clerking in a rose show is a very rewarding experience and helpful to one's knowledge whether you are an experienced exhibitor or novice. Good clerks are essential to the Judges and to a properly organized rose show.

Clerks should be certain they understand what is expected of them and should ask questions of the Senior Judge (or Clerk Chairperson) if in doubt.

**STUDY the Show Schedule Ahead of Time.** This is important for many reasons. You need to know how the classes are listed.

You and your Clerking Partner will be assigned to a team of Judges. Each Judging Team will be assigned different portions of the Show's various classes to judge. Judges will brief clerks of their requirements, which must be followed.

Before the Judging begins, **familiarize yourself with the actual location of the various Sections and classes** in the show. The classes are in numerical order on the Show tables. You must be familiar with the "staging" of the show so you can direct the Judges when they are looking for a particular class or portion of a class that they are supposed to Judge.

Roses in the Exhibition Stage Hybrid Tea class, the Exhibition Stage Miniature class and the Exhibition Stage Miniflora class will be arranged alphabetically and each judging team will be assigned a specific alphabetical portion of each of these three classes.

Clerks take NO part in judging the exhibits and should NOT comment on the exhibits, exhibitors or the Judges' decision. Generally, Clerks should remain quiet during the judging process, (unless first spoken to by a Judge) so as not to disturb their concentration. Clerks should stay with their judging team and not wander around the show area – you will be busy!

Each clerk will wear an apron that has "***supplies***" such as ribbons, stapler, and hole punch. One clerk in each Clerking team will usually be "the stapler", the other clerk, "the runner".

Judges will mark entry cards with an 'X' showing the placing won. The Clerk will punch the entry card where marked, although some Judges prefer to punch the tags themselves. After the entry tag is punched, the "stapler" clerk staples the appropriate ribbon on the **backside** of the entry tag in the **upper right-hand corner** so it does not cover the information showing on the entry tag. At this point, **DO NOT OPEN ANY ENTRY TAG OR TEAR OFF its BOTTOM!**

Each “runner” clerk then takes **ALL** of his/her team’s **Blue Ribbon Winners** in Exhibition Stage Hybrid Teas in to an assigned location for “finals” judging for Queen, King, Princess and Court of Honor.

Similarly, each “runner” clerk takes **ALL** of his/her team’s **Blue Ribbon Winners** in Exhibition Stage Miniatures and Exhibition Stage Minifloras to an assigned location for “finals” judging for Mini and Miniflora Queen, King and Princess.

In all other Horticulture classes, each “runner” clerk takes ALL Entries marked “Award” by his/her judging team to the Tally table.

Do not move any Arrangement winners.

After **your** Judging team has completed their assignments, you and the other Clerk on your team go back and tear off the bottom part (the part that is FOLDED UP) of the Entry Tags for your team’s judged assignments for **ONLY** those exhibits that were awarded **RED, YELLOW and WHITE RIBBONS**. **Give these tag bottoms to Tally.**

After **all** the Judging by every Team is completed, Clerks are to go back and tear off the bottom part of the entry tags of the **remaining exhibits** that were awarded **BLUE RIBBONS** and **give these tag bottoms to Tally.**

After all the judging, including the finals, has been completed:

- Clerks should rearrange the exhibits in each class to make them attractive for subsequent viewing.
- Clerks should **DOUBLE CHECK** to be sure that all **“Award”** Winners have been taken to Tally who will process them and then send them on to the Awards Tables.
- One clerk (using a small sprinkling can) should refill the water in all exhibits as needed.