

Rose Show Committee Duties

The Golden Isles Rose Society has operated its Rose Show for 30 years. In this document we have collected much of the arcane knowledge necessary to put on a Rose Show. While some of the instructions are somewhat site specific for our particular situation we think these instructions can be adapted to most any venue and help any society have a smooth running and successful show.

Attached are the Committee Duties for the following committees:

- Advertising
- Awards
- Classification
- Clerks (also see more detailed "Clerks Duties")
- Education
- Hospitality
- Judges/Judges Lunch
- Placement
- Publicity
- Registration
- Rose Sales
- Staging
- Tally

There are no Committee Duties written for the following functions:

- Photography
- Program Schedule
- Security

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Advertising Committee

Advertisements placed in the Rose Show Program are very important to the local Rose Society, as they generally are its only major source of operating funds. Without these funds, it would be impossible for a rose society to put on a Rose Show that provides enjoyment for the public. We sell Full Page ads @\$100, Half-Page ads @\$65 and Quarter-Page ads @\$35. If members do not feel comfortable soliciting ads, we suggest that they sponsor a class in the show – this costs \$35/class.

1. The ads from the prior year's program are a starting point for ad solicitation. Each of last year's advertisers should be contacted by phone or in person and preferably by the person that got the ad last year. Showing the advertiser a copy of his ad from the prior year is helpful to getting the ad for this year.
2. In addition, each member should obtain at least one new ad because inevitably, there will be some ad dropouts each year.
3. The ad solicitation process must begin at least two months before the show. The final ad copy must be delivered to the Program Chairman no later than 3 weeks before the show (to allow time for set up and printing).
4. All ad copy should be given to the Advertising Chairman who will log them into his records, aggregate the various ads and give them in batches to the Program Chairman. (To avoid confusion, generally no one should give ads directly to the Program Chairman except the Advertising Chairman.)
5. The payment for ALL of the ads must go to the Advertising Chairman who must keep an ongoing record of which ads have been paid and which ones are not. It is the **responsibility of the Advertising Chairman to collect every ad receivable due to the society**. The Advertising Chairman should put together a batch of payments and give promptly to Treasurer for deposit. (Again, to avoid confusion and keep the records correct, generally no one should give payments directly to the Treasurer other than the Advertising Chairman.)
6. In recent years, the Advertising Chairman has obtained a commitment from *a local bakery and a local supermarket* for product (in lieu of a paid ad) for Hospitality.
7. After the Show Program is printed, send a copy of the Program and a Thank You letter over the President's and/or Show Chairman's signature to each advertiser.

Awards Committee

1. Consult with Show Chairman regarding appropriate price categories for the various award levels and set levels prior to purchasing awards. Also, check with Show Chairman regarding added or deleted classes in the current year's Show.
2. Using the inventory of awards remaining from the prior year's show (including repurchased awards) and reflecting changes in current year classes (see #1.), purchase awards needed for current year at least 1 month before show.
3. Contact members who won Perpetual (revolving) trophies at last year's show and arrange for them to return Perpetual trophies prior to show.
4. Check all trophies, clean and polish as needed, prior to show.
5. Assign and label all awards 2-4 weeks before Show. (Place a small sticker on bottom of award and on its box with class number.)
6. Check velvet tablecloths for Awards tables. If wrinkled, put in dryer briefly to remove excess wrinkles. (*In recent years, Awards have NOT been displayed on Show floor because of security issues. Rather, they have been kept in the Preparation Room.*)
7. Early in the morning of Show day, set up Awards tables (may already have been done by Staging) and arrange Awards (using preprinted cards provided by Program Chairman).
8. Pick up Class Winners from Tally and place with their assigned awards on Award tables.
9. At close of show, assist winners in removing their Awards. (No pick up of awards permitted before scheduled time in Program, see Award rules.)
10. At close of show, carefully make a written list of remaining awards and then pack (for storage) trophies that were not awarded, or were redonated. Also, make a list of who takes possession of Perpetual trophies. Give a copy of both of these lists to Show Chairman.

Classification Committee

For expediency, our rose society practice is that experienced exhibitors may bypass Classification and place their exhibits directly on a separate table for placing by the Placement Committee Members. Inexperienced exhibitors generally bring their exhibits to Classification, which after checking information, then passes them on to Placement.

1. **STUDY SHOW SCHEDULE AHEAD OF TIME.**
2. Check entry tag to see that it is properly completed IN PENCIL as follows:
 - a. Exhibitors name and address at top and bottom (not showing). (Address labels encouraged.)
 - b. Class, Section and Variety shown on both top and bottom of tag.
 - c. Check Class and Section to be certain that specimen is entered in the proper class.
 - d. Check Variety to see that it is correct (as far as the classification can be determined). Make sure spelling is correct.
3. Briefly check to see that there are no obvious disqualifications that could later cause embarrassment to exhibitors or judges.
4. After checking specimens, pass them on to Placement Committee.

Clerks Committee

1. About four (4) months before Show, give Show Chairman complete inventory of ribbons on hand.
2. About one week before Show, obtain aprons and fill pockets with various large and small ribbons and staplers.
3. **About one week before Show, give each clerk a copy of the attached “Clerks’ Instructions” and ask them to carefully read it before the day of the Show.**
4. Two clerks should be assigned per Judging team.
5. Before judging begins, work with Judges Chairman and Chairman of the Judges and get all clerks and Judges in one place.
6. Two clerks (3, if a very large show) should be assigned to counting the number of exhibits, i.e.:
 - a. Number of large blooms
 - b. Number of miniature blooms
 - c. Number of large and miniature arrangements

Give completed report to Show Chairman.

7. One Clerk (experienced) in each team should be assigned to take ALL blue ribbon winners in Exhibition Stage Hybrid Teas, Exhibition Stage Miniatures and Exhibition Stage Minifloras to assigned location for “finals” judging (Queen, King, etc.)
8. One Clerk in each team should be assigned to take all other Award winners, except Arrangements to the Tally table.
9. After judging is completed, one Clerk should be assigned to keep specimen vases filled with water.

Education Committee

1. Set up a display table containing membership applications, give a copy of Show Program to interested parties.
2. Have a Consulting Rosarian present at the display table to answer questions.
3. Have a prominently displayed card or sign on table saying **INFORMATION**.
4. Furnish addresses of reliable local nurserymen, particularly those that sell roses on Fortuniana rootstock.
5. Furnish catalogs/addresses of reliable mail-order nurserymen, particularly those that sell roses on Fortuniana rootstock.
6. Arrange for a display showing common diseases of roses or specimens showing damage from those sources.
7. Have a display of chemicals and devices used to combat insects and diseases.
8. Be friendly – not intimidating!

Hospitality Committee

1. Arrange for coffee, donuts, etc. for judges' meeting prior to commencement of judging of show. Coffee, donuts, etc. for exhibitors is optional but has usually been provided by GIRS.
2. In recent years, *a local bakery*, has supplied sticky buns and muffins in lieu of placing an ad in the program. Advertising Chairman secures this commitment from Sweet Mama's. Hospitality Chairman should arrange for pick up of product from Sweet Mama's on Friday afternoon before 2:00 p.m. on the day before the show.
3. Make two large electric coffee pots (Regular & Decaf) for Hospitality. In addition to GIRS pot, a day or two before the day of the show, Hospitality Chairman should get 2nd large pot from Kay Harrell. Advertising Chairman procures coffee, sugar, cream, napkins, etc. from Harris Teeter. Both coffee pots should be set up on Friday (Prep Day) and ready to plug in Saturday morning.
4. Hospitality Chairman should bring the goodies to the Show Preparation room by 7:00 a.m. on Show day and set up hospitality. (If goodies have been refrigerated overnight, it's best to remove chill by briefly microwaving them before bringing them to Show.)

Judge and Judges' Luncheon Committee

1. **About 9 months before show - Obtain Judges for Show.** We need 4 Horticulture and 2 Arrangement judges. Do not use the same judges 2 years in a row.
2. Reconfirm commitment about 2-3 months before Show.
3. If needed, assist Judges in obtaining motel reservations
4. Chairman of Judges should make balanced judging assignments. Mail or e-mail each Judge a copy of the program with the judging assignments about 2 weeks before the show.
5. Inform Judges of time to arrive at show site and send them directions.
6. Invite them back to the Prep Room after judging for lunch.
7. Obtain honorarium (currently \$75 for each judge), a thank you note for each Judge and hand out these at luncheon.
8. Be at the Show site to welcome Judges when they arrive, handle introductions and to give any special instructions.
9. Meet with Clerks Chairman shortly before judging is to begin on Show day to coordinate assignment of clerks to Judges and for any special instructions regarding show areas, schedules, etc.

Placement Committee

Recruit workers that are able-bodied and capable of doing substantial walking, quickly.

1. **STUDY SHOW SCHEDULE THOROUGHLY IN ADVANCE OF SHOW.** Review of entries in last year's show may be helpful in allowing suitable spacing on the tables.
2. By 8:00 a.m. on day of Show, place Class identification cards on the appropriate marked (by masking tape) places on the Show tables as designated on floor plan of Show Chairman.
3. Take entries as they are accepted by the Classification Committee or placed directly on Placement Table and **carefully** place them on show tables. Be careful not to disturb the exhibitor's wedding.
4. **All Horticultural entries** (except as noted in "6." below) **must be placed on the show tables by Placement Committee members.** Entries are placed on tables **in their respective class area and in alphabetical order by rose name.**
5. Be sure to **continually review to see that errors are not made.**
6. **All Challenge Classes and Arrangements are to be placed by the Exhibitor.** Exhibitors in Collection classes may place their entries, if they so desire. Placement Committee may assist exhibitor and should check to see that exhibitor-placed entries are in proper area allotted.
7. After entries close, check placings and improve spacing, if needed.

Publicity Committee

1. Prepare news releases for local newspapers announcing details of the upcoming show about 3 weeks in advance. Include photos if possible.
2. Arrange for printing (currently done by Program Chairman) and distribution of posters to local merchants.
3. Arrange for radio and television spots (if applicable).
4. Work with Photographer to get photos of GIRS meeting showing Show Prep of roses, and of the Show.
5. Coordinate with Photographer to get pictures of Show quickly.
6. Prepare news releases for area newspapers the week after the Show, giving show highlights. Include photos.
7. Notify other Rose Societies in Deep South District. E-mail class schedule to known exhibitors in Deep South District that might come to show.

Registration Committee

The following instructions would apply if warranted by the expected number of exhibitors. Currently based on the present size of our Rose Show, these functions are done informally on a form printed by the Show chairman.

1. Develop a Registration Tally Form (or use a lined tablet) that is to be completed by each exhibitor at time of making first entry in show, or prior to show.

This form will show:

- a. Exhibitor's name, address, and club affiliation or exhibitor number.
- b. Space for Tally to tabulate the number of Blue, Red, Yellow, and White Ribbons won in:

Large roses – Miniatures - Arrangements

2. Have these forms available in Show Preparation Room by 7:30 a.m. on Show day and ask each exhibitor to fill out.
3. After entries close, give these forms to Tally.

Rose Sales

If the venue allows for it, Rose Sales are very important to the local Rose Society, as they generally are its only other major source of operating funds (in addition to Advertising). Without these funds, it would be difficult for a rose society to put on a Rose Show that certainly provides broad enjoyment for the public.

At the last local society meeting before Show day, encourage all attendees to:

1. Harvest the roses blooming in their gardens and bring them to the Show Prep room the morning of the Show so that these roses can be sold at the show.
2. Also bring any unwanted Vases to the Show Prep room so these vases can be combined with roses and sold as a package (and the society won't have to buy so many vases.)

Line up at least 6 volunteers to sell roses on Show day between 10 a.m. and 4 p.m. with staggered hours of 2-3 hours each.

Obtain ferns and other inexpensive fillers (Baby's Breath, etc.) to place in sale bouquets. Grocery stores are usually a good source, florists are generally too expensive.

The actual time for the Rose Sale will depend on the quality and quantity of roses and Mall traffic. Be willing to discount when it gets close to 4:00 p.m.

(Our society is currently not conducting a Rose Sale due to lack of personnel to man the effort and the nature of the Mall environment in which our Rose Show is conducted.)

Staging Committee

1. One month before Show, meet with Show site manager and Show Chairman to coordinate Rose Show needs with the available facilities.
2. Following this meeting, work with Show Chairman to develop a site specific floor plan for layout of Show.
3. **STUDY SHOW PROGRAM 2-3 DAYS BEFORE SHOW.**
4. Day BEFORE the Show, (Friday morning):
 - a. Transport all stored Show supplies from Coastal Mini Storage, #118, except don't bring English Boxes. (Requires 2 pick up trucks or vans.)
 - b. Set up Preparation Room: Fill vases, carafes and bowls with water, fill miniature containers with water, etc.

On each Preparation table fill with water and place:

| | |
|-------------------------------|----------------------|
| 18 large, single vases | 12 mini vases |
| 2 large carafes | 2 mini carafe |
| 1 large bowl | 1 mini bowl |

Tape a garbage bag to end of each Prep table.

DO NOT FILL PICS for Picture Frames and Palettes.

- c. With aid of Mall personnel, set up tables:

In Prep Room - 14 tables covered with plastic, (12 for exhibit preparation, 1 by doorway for Classification, 1 for Placement) & 28 Chairs –

Judges Area – Set up screens to define, cover Kay's 24x48 table with plastic – plus 6-7 chairs.

Also keep an additional 6 chairs for the Show area in Prep room until morning of show

In Show area – 36 tables, draped:

- 20 tables for Horticulture consisting of 2 back-to-back table banks, each 5 tables long;
- 10 Tables for Standard Arrangements (6 & 4)

- 1 shelved kiosk for Miniature Arrangements at eye level
 - 2 Tables for Finals Judging (no chairs), one set low on buckets
 - 1 Table for Tally & Computer, plus 2 chairs
 - 2 Tables for Award cards and display of winning roses
- d. Cover and drape all Show, Finals, Tally, Award tables.
- e. With assistance of Show Chairman, mark off placement of classes on Show tables using masking tape. (Placement Committee will place the class identification cards on these marks early on Show morning.)

5. Day OF Show:

- a. Put out location signs in Mall Parking Lot by 6:30 a.m. and open up Prep Room.
- b. Have Show Schedules available in Show Prep area. Also entry tags, rubber bands, wedges, Saran wrap, index cards, pencils, masking tape, paper towels, old Turkish towels, etc.
- c. Clean up preparation area after closing time for entries.
- d. Assist Hospitality with setting up Prep room for lunch.
- e. Break down Show at 4:00 p.m. – Return all supplies to proper boxes.
- f. Inventory all show supplies and give list to Show Chairman.
- g. Return all show supplies, including Awards boxed up by Awards Committee, to storage unit.

Tally Committee

1. We used a calligrapher for many years, but now use preprinted GIRS certificates for any class for which there is no ARS certificate. Someone with legible handwriting fills out the ARS Certificates, currently the Tally person.
 2. **STUDY SHOW PROGRAM 2-3 DAYS BEFORE SHOW.**
 3. Prepare an Awards Winners list (taken from show program), recording the name of winning exhibitor, names of winning roses for each award, number of entries in show, number of exhibitors, and any other information deemed necessary by Show Chairman.
 4. Prepare a Registration/Tally Form with exhibitors' name, address, club affiliation or exhibitor number. This form will be used to tally the following:
 - a. Number of Blue, Red, Yellow, White (optional) Ribbons.
 - (1) Large
 - (2) Miniature
 - (3) Arrangements
 - b. Names of trophies/awards won.
 5. Two Tally committee members (three or more at large shows) will record tally marks on exhibitors' Registration/Tally sheet as judging is completed and as clerks tear bottoms of entry tags and turn them over to Tally Committee.
 6. Tally Chairman will record Award winners as Awards are made.
 7. At conclusion of judging, Tally Committee will tally sheets to determine winners of sweepstakes awards, if any.
 8. Tally Chairman will complete the ARS Certificates and supervise their placement on the trophy table beside the appropriate winning roses.
 9. Within 3 days after show, Tally Chairman/Computer person will send show results to ARS headquarters and to Editor of DSD Bulletin, and give a copy to Show Chairman. (Coordinate this report with Show Chairman.)
- Note:** Work of Tally Committee should be closely coordinated with Clerks Committee for smooth operation of show.
10. Use the Computerized results to prepare Award Certificates for each exhibitor in both Horticulture and Arrangements