



# Gates Cactus & Succulent Society

## Job Description Show Chairman

Responsible for execution of the Club's Annual Show

1. The Chairperson will be responsible for the execution of the club's Annual Show and related activities.

The Show is the club's only real exposure to the public each year. Successful shows are the tools by which new members of the Cactus & Succulent community are exposed to the wonders of our hobby. The Show Chair will supervise the following activities:

- a. Arrangement, with the Show & Sale Chair for the dates and location of the Annual Show.
  - b. All details of the presentation of the Show
  - c. Forms a committee to organize the Show Dinner and Auction
  - d. Arrange for Judges, Clerks, Tabulators
  - e. Review, change and have printed, the Show Schedule
  - f. Arrange to have trophies engraved
- \* \* Note You do not need to be out of pocket for any expenses related to this activity. Keep receipts and turn them in to the Treasurer. Check major expenses with the S&S Chair to be sure they are in line with the Chair's budget.
2. As soon as possible, following an Annual Show & Sale, the venue for the next year's event should be determined. Input from the Show Chair is vital for the Show & Sale Chair to meet the needs of the Club. Size of the venue, tables, chairs needed more or less all need to be discussed as well as the physical set up of the show, use the same design, try something new?
  3. Review the Show Schedule soon after this year's Show. Suggestions made during the Show, should be analyzed and acted upon. Check available quantities of Entry Tags. Print more if necessary.
  4. Preparing for the next Show:
    - a. The Show & Sale Chair is responsible for publicity. The Chair may need your help is supplying photos of last year's event, or for mailing purposes.
    - b. Analyze your needs for volunteers. Make sign-up sheets available at the three meetings prior to the Show.
      - i. Set up 3 to 6 people, set up tables, spread tablecloths, set up
      - ii. Tear down 3 to 6 people
      - iii. Clerks 4 clerks for each judging team
      - iv. Member on the Floor of the Show. At least 2 at all times reminding people not to bring Sales plants into the Show, answering questions and being helpful. Break it down into 3 hour shifts.
      - v. Volunteers for the Dinner/Auction – 3 for set up, 2 to help with the Auction. Be sure that the Treasurer will be available to keep track of the sales.
    - c. Sometime in January, get the tablecloths out, and clean those that need it.

- d. Revise or re-draw the table set-up diagram. Remember that a minimum of 36" between tables is required for the disabled. A distance of 4 to 5 feet is much more comfortable for all.
- e. Print new category placement, cards if necessary. The new weighted ones should last for several years, or until a big change to the schedule is made.
- f. Print three sets of tabulation sheets, one set in each color of entry level.
- g. Contact potential Show Judges. We are using 4 judges currently. We pay them \$100 each and provide their dinner at No Charge.
- h. Print new Award Ribbons, if necessary
- i. Ask all members who have trophies to bring them back to a meeting or to the show.
- j. Pick up all of the necessary stuff you need for the Show.  
  - Tablecloths, Trophy Table cloths, ribbons, plate holders, divider sticks, trophies, pencils, paper punches (2), rubber bands,
- k. Make sure that the Sales Chair is advertising the Dinner & Auction to all of the vendors who will sell at the S&S

#### 5. Step by Step Show Time.

- a. We are currently using a 30' x 50' Big Top tent, rented from Premier Party Supply. The tent should be set up by 3:00 on the Wednesday prior to the event. Have your volunteers there at 3:00. They can help with the setup of the Sales area, if the Show tent is not erected.
- b. Thursday morning: Placement of category cards and divider sticks. The placement and arrangement of categories of plants in the Showroom is the sole responsibility of the Show Chair. Historically, we have started down the long side of the room with cacti, in numerical order, and then start at the end of the cacti or at another place with the smallest category number of Succulents. Keeping the numbers in sequence helps the members find where to place their plants. As spaces fill up, the Show Chair decides what to do. Either move the whole category to another place in the Showroom or squeeze underutilized categories near the overfilled one.  
  - \* \* Note – Not one person who visits the Showroom will know or care if the plant categories are not in order.
- c. About noon on Friday, start to balance out the room. There will be areas that will be very crowded and others that are not. Try to make every plant easily visible and looking it's best. Arrange all categories so the Novice entries are on the left, Intermediate in the middle and Advanced on the right. This is for the judges benefit, and yours if the judges make a mistake because they didn't see a plant.
- d. If judging is to start at 3:30, then cut off entries by 3:00. Have two people distribute the Tabulation Sheets, one of each color to each category.
- e. Judging:
  - i. 2:30 Make sure that your Tabulators are comfortable and ready to work. You need three people for this. One to key the number, one to read the numbers and one to keep them organized.
  - ii. Instructions to the Judges. One team of 2 will judge Cacti and the other will judge Succulents. Even though the cactus judges will finish first, they should only judge cacti and possibly the artwork. Trophies will be decided by the cactus judges when a cactus only category and succulents the same. The two teams must jointly decide on those trophies that can be either, (ie: Best Plant in Show). They should be ready to bring their choice to a vote (cactus or succulent).
  - iii. Only one blue ribbon per category, per class (ie: novice, Intermediate, etc.) They may give multiple 2nds and 3rds.
  - iv. Only one trophy per plant. It's up to them if they want to work top down or bottom up.

- f. Clerks
  - i. Four clerks per judging team.
    - 1. Lead clerk goes with the judges, always looking at the next category, making sure that the judges see the plants that are to be judged against each other. Makes sure that the judges are marking the entry tags.
    - 2. Puncher. Punches the tags
    - 3. Counter – tears the bottom of the tag from each entry (whether or not it has won a ribbon). Assorts the tags with the tabulation sheets and marks the tabulation sheets, with the proper numbers. (1 first, 2 seconds, 1 thir, 6 total entries, for example). Wraps the tabulation sheet around the tags for that category and class, and secures them with a rubber band
    - 4. Runner – Takes the completed tags and tabulation sheets to the tabulating team
  - g. After the judging. Judges will select the Trophy plants. Arrange to have someone or two there to help get them up on the Trophy Table and arranged so they look nice.
    - i. You are responsible for writing a list of every trophy winner, which will be used as the basis for engraving and newsletter publication.
    - ii. Give the Judges their money and thank them.
  - h. You should supervise the room all day Saturday.
  - i. Tear down. Pack everything safely in the boxes that they came in and send to storage.
- 6. Dinner & Auction Start the dinner at 6:30 PM
  - a. Make a reservation with a BBQ provider. We had 49 attendees the first year and you can expect more in the coming years. Make reservations for 50.
  - b. The only gratis eaters are the judges and a representative from the Water District if they wish to attend.
  - c. You should have enough tables and chairs for the dinner. Be sure to hold back 3 tables for serving.
  - d. Invite the members to bring desserts and salads
  - e. The Treasurer should collect the money and give you an updated list of how many are paid, so if it is necessary, you can add more to the count at the caterer.
  - f. Auction: Start the Auction at 8:00 PM
    - i. Auction split is the same as the Sales 70% to the vendor and 30% to the club.
    - ii. Make sure that the Treasurer is going to attend. They will need at least one assistant.
    - iii. Arrange for Auctioneers. Woody is the best. Peter is adequate. They need at least 2 helpers.
    - iv. Print bid sheets and bidder numbers.