STAGING AN ACS COOPERATIVE SHOW

ACS National Convention - Norfolk, Virginia

March 24, 2012

Presented by - Richard Mims

Author - Geary Serpas

Graphic Designer - Richard Buggeln
SOCIETY/ CLUB PRESIDENT OR APPOINTED COMMITTEE

• Choose Show Location

• Get Insurance when required

• Appoint Show Chairman
SHOW CHAIRMAN

- Show Schedule – meet with show team to determine categories of competition
- Obtain Show Kit & Entry Cards from ACS
- Determine Floor layout and order Tables and Cloths
- If necessary, order Clerk Supplies
- Organize Judges’ Party on Night preceding Show
- Arrange Judges’ Luncheon on day of Show
- Make Arrangements with Local Hotel for Lodging
SHOW COMMITTEES - I

- Publicity
- Set-up – day or night before
- Receiving - morning of Show
- Bloom Placement
- Clerks
- Chairman of Judges
- Show Hospitality
- Head Table Awards
SHOW COMMITTEES - II

- Head Table - Awards
- Print Certificates
- Sizing Table
- Contention Table
- Tabulating
- Sweepstakes
- Show Report
- ACS & Club/Society Membership Tables
- Show Dismantling
SHOW CHAIRMAN - DUTIES

• Purchase or assign someone to purchase the supplies needed

• Appoint committee chairman or individuals and give them their assignments

• Give the names of the committee chairman to the club members in case a problem arises

• Negotiate a special rate at a local hotel for invited judges
PUBLICITY - DUTIES

Maximize Publicity Through

- Television & Radio
- Newspapers and Magazines
- Email Newsletter Distribution to Garden Clubs and Master Gardeners
- Billboards
- Fliers
- Word of Mouth
- Reusable Posters
SET-UP - DUTIES

- Develop Table Layout Plan
- Set up Tables
- Cover Tables with plastic sheeting or cloth
- Place Cards for Show categories
- Where appropriate (usually japonicas) set out alphabet
- Spread out alphabet – larger space A-E, M and R-T
SET-UP ~1000 BLOOM SHOW

TCC Shrine Exhibition Layout
Rear Door – Exhibitor Entry

Japonica Unprotected
Floral Arrangements:
A – Japonica Unprotected: White Card
B – Japonica Protected: Green Card

Japonica Protected
Floral Arrangements:

Court of Honor

Prep to Contention Tables
A – Z
Prep Area

Contention Tables

Novice Seed/Spin Local
Unprotected Protected
Unprotected Protected

Head Tables

Floral Arrangements: A – Z

Lunch Door

ACS

Doors

Shop

C & D – Reticulata Hybrids: Yellow Card
E & F – Non-retic Hybrids: Blue Card
I – Species: Card
J – Novice: White Card – Marked “Novice”
K – N – Trays of 3 & 5: White, Blue & Yellow Cards
OP – Seedling/Sport: Pink & Red Cards
Q – Local: White Card with Green Dot

Scale: 1” = 10’ Feb. 25, 2012
<table>
<thead>
<tr>
<th>CLASS J2</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAY OF THREE</td>
</tr>
<tr>
<td>Japonica &amp; Non-Retic Hybrids</td>
</tr>
<tr>
<td>Same Variety</td>
</tr>
<tr>
<td>Grown Protected</td>
</tr>
</tbody>
</table>

Green Entry Card or Blue Entry Card Marked “Protected”
BEST BLOOM
Large/Very Large

JAPONICAS GROWN UNPROTECTED
RECEIVING - DUTIES

- Set up different size cups and fill pitchers with water the night before
- Have extra cups and water available day of show
- Have adequate number of trays
- Have entry cards and show schedules available
- Have paper towels available in case of spills
- Have volunteers available to help exhibitors get their boxes of blooms to prep area
- Have tables set up so that exhibitors can take their blooms to a central location – placement of blooms
PLACEMENT - DUTIES

- Normally 6 – 10 volunteers to place blooms on exhibition tables
- Have carts available to exhibitors with heavy loads
- Have multiple-sized cups and water available day of show
- Have adequate number of trays
- Have entry cards and show schedules available
- Have paper towels available in case of spills
- Have volunteers available to help exhibitors get their boxes of blooms to prep area
- Have tables set-up so that exhibitors can take their blooms to a central location – placement of blooms
PLACEMENT - NOVICE, LOCAL, CLUB/ SOCIETY

Novice Entry

Local, Club/Society Entry
CLERKS - DUTIES

- Volunteers need to assist judges
- Two clerks per team of three judges
- Several “Clerk – Runners”
- Each clerk team has hole punch, blue, red and yellow “Dots”
- Hole punch on bottom of entry card as designated by judging team
- Dot affixed on upper right hand corner of entry card
- Clerk team stays 5’ – 6’ to left of judging team
- CLERKS DO NOT OPEN ENTRY CARDS AT ANY TIME
CLERK - DUTIES

Entry Card
Unmarked

Entry Card
Marked
CLERK-RUNNER - DUTIES

• Typically need 3 – 4 Clerk-Runners

• Bring Selected Blooms and Entry Card to ‘Sizing Table’

• Selected blooms noted by “See Me at the Head Table” cards next to bloom – placement of card should be on top of entry card to avoid confusion
CHAIRMAN OF JUDGES - DUTIES

- Judging Invitation Letter – typically 3 – 4 months prior to show
- Driving Directions to Lodging (with rates), Show & Judges’ Party
- Judges’ Party Invitation – typically 1 - 2 months before
- Judges Packets
  1. 3 pencils per judging team
  2. 40 2” x 2” voting sheets stapled together
  3. 20 – 30 “See Me At the Head Table” cards
- Head Judge’s Packet
  1. “Sharpie” Pens
  2. Tally Sheets
<table>
<thead>
<tr>
<th>BLOOM NO.</th>
<th>VOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MEDIUM JAPONICA – Unprotected

- Best Bloom
- Runner-Up
- Court of Honor
SHOW HOSPITALITY - DUTIES

• Set-up Coffee Pots (Regular & De-Caf) on night prior to show

• As a Minimum have the following items

1. Coffee
2. Cream
3. Sugar
4. Sugar substitute
5. Cups
6. Spoons
7. Napkins
8. DONUTS!
SIZING TABLE - DUTIES

• Usually requires two people to verify correct size of bloom

• May also verify other “Special” categories using Sizing List and SCCS Nomenclature
  1. White Blooms
  2. Formal Double Blooms
  3. Antique Blooms
  4. Etc.

• Need several ‘Runners’ to take sized blooms from Sizing Table to proper location on Contention Tables
CONTENTION TABLE - DUTIES

• Usually requires five people to count judges’ voting and at least two people to take winning blooms to head table
• Supplies Needed
  1. Talley Sheets
  2. Ribbon
  3. Tape
  4. Large Cups for voting in each category
• When placing blooms on contention table never let blooms touch each other
• Clerks can only pull tabs of entry cards when Head Judge gives permission – used for Sweepstakes
• Clerks return non-winning blooms to exhibition tables
HEAD TABLE - DUTIES

- Two people needed
- Obtain awards (physical or monetary) as required by Show Schedule
- Set-up head table prior to show
- Place winning blooms on Head Table when judging is completed
- Deliver awards to winning exhibitors
- When judging is complete fill out ACS Results Reporting form and email results to the ACS
TABULATING & SWEEPSTAKES

• Tabulators needed to count judges’ votes at Contention Table
• Only HEAD JUDGE will determine winner or if necessary a “Run-off”
• Clerks Remove all tabs
• Two or more people needed for Sweepstakes
  1. Sort all tabs into first, second, third place piles
  2. Using first place tabs - sort by Exhibitor
  3. Count & tabulate number of first place awards for each Exhibitor
  4. Show results to Head Judge so that he/she can declare sweepstakes winners
  5. Rarely will there be a tie, but if so count number of second/third place awards for each Exhibitor
SHOW REPORT - DUTIES

• You should have been sent a pre-filled out ACS Results Reporting Form by the ACS Webmaster prior to the show.

• Fill out form within three days of the show. Include:
  1. Number of Blooms displayed – including blooms not displayed, e.g. flower arrangements, etc.
  2. Number of Show Attendees
  3. Number of Exhibitors
  4. Number of ACS Memberships Sold
  5. Winning Blooms and exhibitors for each category on the Show Schedule

• Ideally this form should be filled out prior to the pulling of the tabs from the Contention Table.

• Check that every prize has been awarded.

• Email ACS Report to ACS Webmaster.
# OUTSTANDING BLOOM AWARDS

<table>
<thead>
<tr>
<th>CLUB/ SOCIETY</th>
<th>Mid-Carolina Camellia Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE (Month/Date/Year)</td>
<td>October 21-22, 2011</td>
</tr>
<tr>
<td>WHERE SHOW HELD</td>
<td>Ellison Building</td>
</tr>
<tr>
<td></td>
<td>South Carolina State Fair</td>
</tr>
<tr>
<td></td>
<td>Columbia, South Carolina</td>
</tr>
<tr>
<td>SHOW CHAIRPERSON(S)</td>
<td>Show Chairpersons - Oliver and Tyler Mizzell</td>
</tr>
<tr>
<td>PERSON REPORTING</td>
<td>Richard Mims</td>
</tr>
<tr>
<td>REPORTING PERSON'S PHONE NUMBER</td>
<td>(803) 438-9741</td>
</tr>
<tr>
<td>REPORTING PERSON'S EMAIL</td>
<td><a href="mailto:rkmimmsis@bellsouth.net">rkmimmsis@bellsouth.net</a></td>
</tr>
<tr>
<td>NUMBER OF BLOOMS</td>
<td>426 Blooms Exhibited</td>
</tr>
<tr>
<td>NUMBER OF ATTENDEES</td>
<td>???????Attendees</td>
</tr>
<tr>
<td>NUMBER OF EXHIBITORS</td>
<td>33 Exhibitors</td>
</tr>
<tr>
<td>NUMBER OF ACS MEMBERSHIPS SOLD</td>
<td>1 New ACS Membership Sold</td>
</tr>
</tbody>
</table>
## SHOW REPORTS

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>SUB-CATEGORY</th>
<th>VARIETY</th>
<th>WINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. japonica unprotected:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Herbert Racoff Memorial Trophy</td>
<td></td>
<td>Melissa Anne</td>
<td>Chuck &amp; Bev Ritter</td>
</tr>
<tr>
<td></td>
<td>Lg/Vlg:</td>
<td>Showtime</td>
<td>Chuck &amp; Bev Ritter</td>
</tr>
<tr>
<td></td>
<td>RU:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Md:</td>
<td>Katherine Nucio</td>
<td>David &amp; Anna Sheets</td>
</tr>
<tr>
<td></td>
<td>RU:</td>
<td>Magic City</td>
<td>Henry &amp; Bonnie Serpas</td>
</tr>
<tr>
<td></td>
<td>Sm:</td>
<td>Black Gold</td>
<td>Chuck &amp; Bev Ritter</td>
</tr>
<tr>
<td></td>
<td>RU:</td>
<td>Kiku-Toji</td>
<td>Chuck &amp; Bev Ritter</td>
</tr>
<tr>
<td>C. japonica protected:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oliver (Back) Mizzell Trophy</td>
<td>Lg/Vlg:</td>
<td>Edna buzz</td>
<td>Buck &amp; Tyler Mizzell</td>
</tr>
<tr>
<td></td>
<td>RU:</td>
<td>Junior Prom</td>
<td>Buck &amp; Ann McKinney</td>
</tr>
<tr>
<td></td>
<td>Md:</td>
<td>Ester Smith</td>
<td>Buck &amp; Tyler Mizzell</td>
</tr>
<tr>
<td></td>
<td>RU:</td>
<td>Mark Alice Cox</td>
<td>Buck &amp; Tyler Mizzell</td>
</tr>
<tr>
<td></td>
<td>Sm:</td>
<td>Little Bube Var.</td>
<td>Buck &amp; Tyler Mizzell</td>
</tr>
<tr>
<td></td>
<td>RU:</td>
<td>Kiku-Toji</td>
<td>Buck &amp; Tyler Mizzell</td>
</tr>
</tbody>
</table>
ACS TABLE - DUTIES

• ACS Requirement for Cooperative Show

• Requires a person who is knowledgeable about The American Camellia Society

• Should be able to answer questions about ACS and Local Club/Society

• ACS Table should display Blooms and the following included in the show kit
  1. ACS Camellia Journals
  2. ACS Information
  3. ACS Membership Application Forms

• Optional – Local Club/Society Information
DI SMANTLING - DUTIES

• At least five people to do the following
  1. Collect all cards for 1st, 2nd, & 3rd place winners
  2. Dispose of the blooms
  3. Pour water out of cups and store cups
  4. Dismantle the Head Table
  5. Remove and dispose or store table covers
  6. Knock down tables
  7. Generally clean up area
  8. Store supplies for next year’s show