

American Camellia Society



STAGING AN ACS COOPERATIVE SHOW

ACS National Convention – Norfolk, Virginia

March 24, 2012

Presented by – Richard Mims

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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

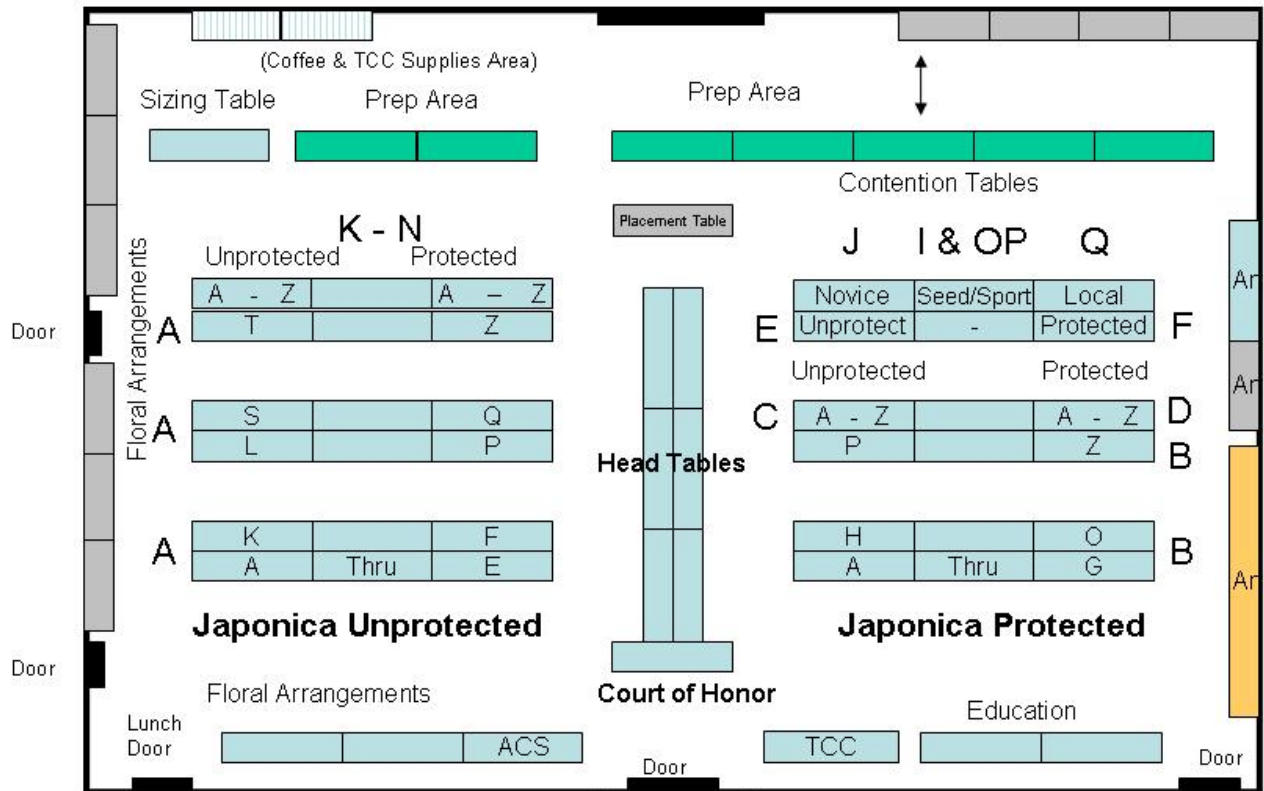
SET-UP - DUTIES

- 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



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

Prep to Contention Tables
 Art on credenzas & tables

Scale : 1" = 10' Feb. 25, 2012

Shop

Main Entry

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**

EXHIBITION TABLE CARD



CLASS J2

TRAY OF THREE

Japonica & Non-Retic Hybrids

Same Variety

Grown Protected

Green Entry Card or Blue Entry Card Marked "Protected"

HEAD TABLE CARD



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

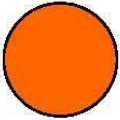


VARIETY Mathotiana

ACCORDING TO S.C.C.S. NOMENCLATURE
CIRCLE MIN. - S - M - ML - L - VL
SIZE


CHEMICALLY TREATED YES NO

DIVISION _____ CLASS NO. _____



1ST O AWARD	2ND O AWARD	3RD O AWARD	SPECIAL O AWARD
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Novice Entry

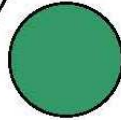


VARIETY Purple Swirl

ACCORDING TO S.C.C.S. NOMENCLATURE
CIRCLE MIN. - S - M - ML - L - VL
SIZE

CHEMICALLY TREATED YES NO

DIVISION _____ CLASS NO. _____




1ST O AWARD	2ND O AWARD	3RD O AWARD	SPECIAL O AWARD
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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



VARIETY Tomorrow Park Hill

ACCORDING TO S.C.C.S NOMENCLATURE


CIRCLE SIZE MIN. - S - M - ML - **L** - VL

CHEMICALLY TREATED YES NO

DIVISION _____ CLASS NO. _____

1ST o AWARD	2ND o AWARD	3RD o AWARD	SPECIAL o AWARD
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Entry Card
Unmarked



VARIETY Tomorrow Park Hill

ACCORDING TO S.C.C.S NOMENCLATURE

CIRCLE SIZE MIN. - S - M - ML - **L** - VL

CHEMICALLY TREATED YES NO

DIVISION _____ CLASS NO. _____

1ST o AWARD	2ND o AWARD	3RD o AWARD	SPECIAL o AWARD
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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

**SEE ME
AT THE
HEAD TABLE**

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

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

SHOW REPORTS

Print Form



Submit to ACS by
Email

OUTSTANDING BLOOM AWARDS

CLUB/SOCIETY	Mid-Carolina Camellia Society
DATE (Month/Date/Year)	October 21-22, 2011
WHERE SHOW HELD (Building, Facility, Address Including City and State),	Ellison Building South Carolina State Fair Columbia, South Carolina
SHOW CHAIRPERSON(S)	Show Chairpersons - Oliver and Tyler Mizzell
PERSON REPORTING	Richard Mims
REPORTING PERSON'S PHONE NUMBER	(803) 438-9741
REPORTING PERSON'S EMAIL	rkmimsis@bellsouth.net
NUMBER OF BLOOMS	426 Blooms Exhibited
NUMBER OF ATTENDEES	????Attendees
NUMBER OF EXHIBITORS	33 Exhibitors
NUMBER OF NEW ACS MEMBERSHIPS SOLD	1 New ACS Membership Sold

SHOW REPORTS

CATEGORY	SUB-CATEGORY	VARIETY	WINNER
C. japonica unprotected:			
Dr. Herbert Racoff Memorial Trophy	Lg/VLg:	Melissa Anne	Chuck & Bev Ritter
	RU:	Showtime	Chuck & Bev Ritter
	Md:	Katherine Nuccio	David & Anna Sheets
	RU:	Magic City	Geary & Bonnie Serpas
	Sm:	Black Gold	Chuck & Bev Ritter
	RU:	Kiku-Toji	Chuck & Bev Ritter
C. japonica protected:			
Oliver (Buck) Mizzell Trophy	Lg/VLg:	Edna bass	Buck & Tyler Mizzell
	RU:	Junior Prom	Mack & Ann McKinnon
	Md:	Ester Smith	Buck & Tyler Mizzell
	RU:	Mark Alice Cox	Buck & Tyler Mizzell
	Sm:	Little Babe Var.	Buck & Tyler Mizzell
	RU:	Kiku-Toji	Buck & Tyler Mizzell

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

DISMANTLING - 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