

VICTORY GARDENS TO VIRTUAL ASSISTANTS

CHAIRMAN DESCRIPTIONS

Staging/Properties Chairman

A. Recruits Staging committee members B. Works closely with Schedule Chairman to review show site, discuss available properties, budget and storage space C. Assists with signage for all divisions, sections and classes as well as overall show theme D. Sets up all staging in advance of scheduled entry time. This may include exhibit staging props as well as tables for exhibitors to use to prepare exhibits, and tables for additional committees such as Entries, Classification, Awards and others. E. Supervises dismantling of show

Horticulture

Entry Chairman

(Prior to Show) a. Makes entry cards available to exhibitors prior to show date and on day of show (Day of Show) a. Accepts and records entries b. Directs exhibitors with Classification-approved specimens to "Placement Table" c. Provides Clerks Chairman with entry information

Classification Chairman

1. Reviews all horticulture entry cards for proper botanical or currently acceptable scientific designation 2. Disqualifies if exhibit is not show worthy 3. Disqualifies if exhibit is infested with insects or infected with diseases 4. Assists exhibitors with plant identification 5. Initials entry cards to signify approval 6. Directs exhibitor to Horticulture Placement Committee

Placement Chairman

A. Checks that entry cards are completely filled out B. Takes specimens from Placement Table and positions them in the show according to the schedule

Design

Entry Chairman

Secures names of exhibitors for pre-registered design classes 2. Prepares entry cards for design exhibitors in advance 3. Directs exhibitors to Design Placement Chairman

Classification Chairman

1. Reviews all design plant material cards for proper common or botanical names of plant materials used in designs 2. When design is completed, Classification Chairman checks for adherence to NGC policies and schedule requirements. 3. Initials entry cards to signify approval

Placement Chairman

A. Checks that entry cards are completely filled out and accurate B. Directs exhibitors to appropriate class location

Botanical Arts

Entry Chairman

Secures names of exhibitors for pre-registered design classes 2. Prepares entry cards for Botanical Arts exhibitors in advance 3. Directs exhibitors to Placement Chairman

Classification Chairman

1. Reviews all plant material cards for proper common or botanical names of plant materials used in botanical arts – checks for cards for photography 2. Classification Chairman checks for adherence to NGC policies and schedule requirements. 3. Initials entry cards to signify approval

Placement Chairman

A. Checks that entry cards are completely filled out and accurate B. Directs exhibitors to appropriate class location

Education

Entry Chairman

1. Secures names of exhibitors for pre-registered classes 2. Prepares entry cards for education exhibitors in advance

Clerks Chairman

A. Working together with the Judges Chairman, secures clerks and assigns them to each judging panel B. Familiarizes clerks with locations of assigned classes prior to meeting with judges C. Obtains supplies for the Clerking Panels: pencils, erasers, clip boards, ribbons/seals, Top Exhibitor Awards, hole punch, hand stapler and record sheets D. Clerks Chairman compiles list of all winners in the entries list, relaying list to Awards Chairman if Sweepstakes Award/s offered E. Advises clerks of duties, etiquette/ethics

Awards Chairman

A. Obtains ribbons/seals and other awards from NGC website store (www.gardenclub.org) as required by the schedule at least four (4) weeks in advance. B. Delivers awards to Clerks Chairman prior to the show. C. Tabulates results for Sweepstakes Award/s, if offered

Hospitality Chairman

A. Arranges for judges' refreshments B. Arranges for hostesses/hosts during the show to greet guests C. Hostesses/hosts may be asked to: 1. Distribute abbreviated program 2. Water exhibits as needed 3. Keep show area neat 4. Ask visitors to refrain from touching exhibits

Small Standard Show

Design:

30's Creative Line – Great depression – art deco
40's Assemblage – homefront
50's Creative – Soda Fountain
60's Creative – Lunar Landing

Botanical Arts:

70's Botanical Arts – Photography
80's BA Design Plaque
90's CD Decorate,
00's Cell phone case decorate,
10's fidget spinner decorate

Education:

2020 – use of tech.