

DUTIES OF FLOWER AND GARDEN SHOW CHAIRPERSON

1. Attend General, Executive and AGM Meetings. Give a report when required.
2. Ask the Logistics Chairperson to reserve the church hall and kitchen for 1:00 pm on the day of the Flower and Garden Show.
3. Order rental tables and plastic wrap for covering tables from Confettis.
4. Order ribbons from Centaur Awards.
5. Contact and book judges, letting them know what categories they will be judging.
6. Prepare show schedule by adding or deleting categories and changing the Floral Design Theme and class titles.
7. Present two different PowerPoint presentations at the general meetings one and two months before the Show.
8. Submit articles in the newsletter, as per scheduled deadlines, to promote the Show.
9. Organize volunteers two months before the Show.
10. Ask the Communications Chairperson to send reminders out one and two weeks before the Show for club members to peruse their gardens for exhibits for the show and for floral designers to pre-register for floral design classes.
11. Purchase gifts/gift certificates for division winners/most points/best in show.
12. Purchase draw prizes for participants and volunteers.
13. Make show schedule available to members via email and on the web site.
14. Make copies of show schedule for judges and runners.
15. Ensure all necessary paperwork is in order for show – category cards, registration pages, judges score sheets, total point sheets etc.
16. Arrange for honorarium cheques for judges from Treasurer and buy “thank you” cards.
17. Prepare newsletter article to go with pictures from the Show and a list of winners of ‘Best of...’
18. Keep the records from the Show in the binder in the Flower & Garden Show storage bin.
19. Stay within allocated budget. Prepare a budget for the following year’s Flower and Garden Show Committee for the approval of the Executive at the June meeting.

