

## NAUTICAL NANTUCKET CHAIRMAN'S REPORT

GCA Flower Show July 15-7, 2024

Gina Crenshaw

Timeline- we got a VERY late start as I was only enlisted in the September as the co-chair, then the original chairman bowed out & I took over in October . GCA recommends a minimum of 18 months planning for GCA show, so I would recommend asking next Chairman now so she and her committee may begin planning!

October-

FIRST- once date and venue are decided, the date needs to be approved by GCA and put on calendar. This had not been done, but luckily our date was available. This should be done 1st! Procedure is to first contact the Zone Flower Show representative. Once the date was approved, I also made contact with the Zone Judging Representative, introduced myself and apprised her the date, location and divisions we were planning for the show so she could enlist the Judges.

Wrote Schedule. Enlisted the help of experts in each field to write their respective divisions. Used the GCA template. Asked the Approved Judges in our club to help proof. (NB: I would have included Botanical Arts, but as the show title, location, date and divisions were already determined by original chairman). This show was comprised of Floral Design, Horticulture, Photography and Education. There was a public class in each Division, with the entire hort division open to public.

Asked Treasurer for Budget that had been approved by Board. I had the distinct feeling this was a late addition to the Club's schedule and the budget was "general". I am attaching the Budget I created from the dollar amount I was allocated. I am also attaching our actual expenses. See notes on Preview Party that relate to budget.

Chairmen should be asked ASAP. When I came on board, I asked the remaining ones. Job descriptions should be given when they person is asked. I created one for each chair... see individual descriptions. Budget was included with job description.

November-

Continued writing schedule and submitted it mid November to the Zone Flower Show rep first, then upon her approval it was sent to the GCA Flower Show Chair.

I noticed that we did not have any NGC photography awards, so I contacted Mary Jo Beck and asked her if we should propose a NGC award. She and Heidi Drew quickly wrote up the descriptions for 2 awards: 1 for any GCA member, 1 for a non-GCA member. They were VERY keen on having an award to recognize and encourage a member of the public who had entered. Both awards were submitted to the Board and approved unanimously.

NGC awards. I used the 2017 Green Thumb Flower Show schedule to identify the club's awards. Many of these awards are PHYSICAL trays, trophies and even pieces of ivory. They are quite precious and kept in the Atheneum. The GCA Flower Committee did not want to approve both GCA awards and NGC as they were written, as they felt the awards repeated one another. In other words, our Sandy Taylor and Betty Webb award for Creativity duplicated the intent of the Puckett. I went back to the

Board and asked them to add verbiage which limited the recipient pool to members of NGC. In some cases this was accepted, but in some cases they rejected this as they felt it did fulfill the original intent of the award nor the wishes of the person whom had given the award. GCA was VERY hesitant to grant BIS in FD or Hort with the NGC BIS awards. This needs to be reviewed as I don't think they will approve it again. They were very clear that they were only approving since we were on such a tight deadline and frankly behind schedule due to our late start! The sheer volume of awards also affects the number of Judges panels needed as well. The more panels, the greater expense all the way around... dinner, lunches, gifts, hosting, etc. We need to be very strategic BEFORE writing the next schedule. I think this is the place to make these comments: just barely weeks before the show we were BEGGING for floral design entries! We need 24 GCA entries in FD and it was VERY, VERY tough to fill. I would suggest looking at the minimum number of entries and going with that. I cut the number of entries from 6 to 4 in every class because as an attendee of the 2017 show, I remember feeling like the show was crowded and there wasn't enough space in the staging! I highly recommend staying with only 4 entries per class for this reason. See our layout (attached). We had minimum of 40" between every exhibit to have ample room to view and judge. That would not have been possible with 6 entries per class.

January

Schedule was approved. Nantucket Garden Club membership was apprised of the impending GCA flower show by the Newsletter sent out. Schedule was attached. I would strongly recommend alerting the Club Members much earlier so they may have it on their calendars.... Many diligent members planned trips off island and to have family visit mid-July not knowing we were having a flower show. These dates should be shared as soon as Board decides to host show again

Sent approved schedule to Zone Judges Chairman so she could ascertain how many judges and panels we would need. (Note: we did not have enough judges and some had to do double duty, we were exceedingly fortunate to have dual Judges that were able to fulfill these roles! At the last minute two dropped out and did not come at all, I do not think this is uncommon and we should plan to have an extra judge in each division!)

Once I obtained the numbers of judges from Zone Judges rep, I communicated this to our Club's Judges Chairmen. Our goal was to house the visiting judges with our members as July is high season, with the highest rates at hotels, many of which require multi-night stay. See Judges Report. Many of our members hosted anywhere from 1-4 judges. See her report on how and who she asked.

Once I obtained the number of Judges, I communicated this to Chair who was organizing Judges Dinner as well as the chair who was organizing the gift bags.

Once I obtained the number of panels (had to request this from Zone Judges Chairman), we determined how many Candidate Clerks would be coming, so that we would know how many Local Clerks we would need. This number was communicated to the Clerks Chairman

Sent detailed instructions to the Class Consultants for Floral Design and the Photography Division Chair (who was the class class consultant) regarding their position. See email. This is important to send again even though it was communicated originally, once the Show opens for entries, they should be reminded.

Sent detailed instructions to the Division Chairmen of each Division since the Show was opening February 1st for entries

February

Checked in with Division Chairmen regarding entries

March

Enlisted the help of Zone Flower Show rep.. asking her to send our flower show schedule out... we were VERY slow to receive entries.

Sent individual texts to members asking them to enter floral design

Provisional Chairman for the club asked Provisionals to put Flower Show on their schedule and asked them to help at the Preview Party by checking in guests. I applaud her for giving them this information early.

Worked with Staging Chairmen. Asked them to reach out to Division chairmen to obtain their individual needs. Also asked the Venue Manager (at the Casino) which items we could borrow from them, so we could determine what we needed to rent. In other words, obtained list of tables and chairs that the Casino owned and would be willing to let us use.

April

Worked with Printing Chairman on specific needs. Identified the things we could do ahead of time such as Club member nametags for show, signage for show, etc.

For the two events that required invitations (Preview Party and Judges Dinner), it was determined Paperless post was the most efficient. I had originally planned for the printing chairman to handle both invitations, but given they ended up being Paperless Post, I asked the Preview Party Chairman and the Judges Chairman to do them... they both declined saying they were not comfortable. I ended up doing them both, but ideally the chairman would do them so they have access to the results. I had both designed by a local graphic designer in my hometown. I underwrote this cost. See notes on guest list under the details for the event).

Continued to beg for floral design entries, asking friends in other zones

May

Division chairmen were asked to provide a list of the volunteers they would like

Division chairmen were contacted by Staging Chairmen to see what supplies they would need... especially those that needed to be moved from Storage or rented.

June

Given our Floral Design included a class for the Seniors at the Saltmarsh Center, we should have contacted them to put this on our calendar. Unfortunately the Class Consultant who was supposed to handle this class was hospitalized, but luckily the FD Division Chair stepped in; she and I went to the Center, took a poster to hang up and asked them advertise to their participants. FD Division chair decided that she would be willing to host a hands on workshop to encourage participation. I agreed to provide flowers and foliage from my own gardens for them to use in their designs.

The Class Consultant for the Youth classes began reaching out to eligible children and distributed the sailboat models for them to assemble and use in their design.

Sign Up Genius was created by 1st Vice President Marianna Brewster with the list generated by the Division Chairman, staging chairmen and flower show chair.

Once on the Division Chairmen were on island, we walked through the casino and talked through our tentative layout. This was a VERY important meeting for all the division chairman to attend, so that they could visual the space, walk through their areas and determine what they needed... if there was enough space, etc. Lighting was a concern. The Casino offered to redirect can lighting as needed. During this walk through, we confirmed with Casino the areas that we COULD use and which areas were off limits. We also asked what pieces of furniture could be cleared (for boutique area and the hort passing area).

The Hospitality Chairman contacted venue to see what resources of theirs we could utilize (ice machine, water coolers etc)

The Judges Luncheon Chairmen ordered the lunches from Sankaty (contact made through the President who was Sankaty member).

Met Staging chairmen at storage to sort through supplies including pedestals, clipboards, tablecloths, signage etc. 12 new signs were purchased – they are black metal and hold 8.5"x11" sized paper. They can rotate for vertical or horizontal and they move up and down. We knew the lattice was in good shape since it had been used by Daffodil committee.

Created the "Exhibitor Guide" QR code with the help of our Website advisor that could be on the posters, so did not print schedules

Created POSTER to display on easel at entrance of show with QR code of the exhibits...so visitors could have more information about the divisions and classes. I think in the past they had printed paper guides; we were trying to be more environmentally friendly and print less

July

Created POSTER to display at entrance show listing our Judges. The bottom half of the poster was reserved for any Judges Commendations

Began ramping up the publicity. See publicity report. I will say, I was advised we concentrated too much on the media that islanders utilize and should have a concerted effort to reach those who are visiting ... Mary Malavese wisely suggested the Chamber of Commerce calendar as an example. The day of the actual show I asked those in attendance how they knew about the show—the answers were:

Our bed & breakfast told us

GCA member and knew about it (solid ¼ of the people I would say!)

Sconset resident and saw it

Saw it in Daybreak or the Current

Friend of member

Week before the Show

Remind Division Chairmen they must be present and available during Judging in case there is a question! (FD Division chair planned to go to a luncheon, so I had to step in for her).

Remind Division Chairmen and Class Consultants that they need to compile the list of questions asked by the entrants and answers provided to entrants.

Email/share the Entry lists for all divisions with the Awards Chairman, so she has those printed and ready to go when the judging panel turn in placements/awards

Determine/remind who will charge judges by Division

Remind the Conservation Exhibit Chairman that she must have entry card (found on the GCA website—I just printed and inserted her Statement of Intent, so she only had to write in her plant material!) and the exhibit must be passed.

Perhaps have the Publicity Chairman take a poster of the Show to all the Bed & Breakfasts in town so they can share with their guests!

## SET UP

We began set up on Sunday beforehand by delivering the pedestals from my home as well as some signage I had, the tablecloths that Kate & Helen had washed, and the bench Paulette borrowed from me for the Conservation exhibit.

Monday morning the Staging Chairmen met Tom Hanlon at 7 or 7:30 am. at storage to load up everything from storage (risers, lattice etc). They arrived approximately 8:30. I went to the Casino around 8 a.m. and started placing pedestals and the tables we were borrowing from the Casino. We also set up Hort grooming, passing and entry tables in the Mary Gray hallway. Though we were all very nervous about the set up of the Horticulture tables with the pinning, table and risers, due to Kate and Helen pairing experienced women with our new volunteers, they were completely finished by 11:30 a.m. and we cancelled the Noon- 3 p.m. set up shift!

Dave at the Casino hung the lattice for us! Heidi Drew and Mary Jo Beck meticulously displayed the photography division

Paulette hand picked the people she wanted to help her set up Conservation

Lynn, Marianna and team set up the Hort receiving, passing and entry area with supplies

Gina placed FD pedestals and tables, put a post note with each FD entrant on her pedestal/table with her name and entry number. This helped as they started to arrive, the greeters could point them in the general direction of their class, and they could easily identify where they were. She also had entry cards and blank 4x6 index cards for statements of intent.

Entries began at 3 p.m. on Monday... I would say 75% of the Floral Design entrants arrived on Monday and began assembling or bringing components. We had FD passers on hand to help them find their spots, get started, answer questions, etc. In hort we only received 12 entries the entire day. It has been recommended to me (and I agree) that perhaps only potted entries for hort are brought the day before... or you could just have all Horticulture entries on one day. The passers and hort entry people were twiddling their thumbs on Monday, a waste of their time. This needs to be evaluated for Hort. I do think FD, Photography and Conservation all needed the time allotted on Monday.

## AT THE SHOW

In the 30 minutes between when entries closed and the Judges briefing, the Hort & Photography chairmen & I walked the floor to make sure EVERY entry had a class and entry number. Sure enough, several floral designs were passed without class or entry numbers! Eek!

Remind all Division Chairmen/Passers/Volunteers that once an exhibitor has entered her exhibit and it has passed, she must leave the show floor. Our club members thought this was an opportunity to preview the show—NOT SO!!!

Remind all shift workers/Division Chairmen that no one can be on the floor during Judging. This was a bit tricky as we were at a club and several club members meandered through the show to go to tennis.... I did mention to the Judges in charging that the Club had not charged us to use facility and that the members of the club were not aware of GCA rules and we were trying to be fair to all parties

During the hours of the Public viewing, have 2 volunteers to greet public. I did not think about this ahead of time and ended up doing myself. Would have been the perfect shift for willing members... probably 2 hour shifts would be ideal. Just to explain the general outline of the show. Explain that it is free.. QR code etc

I chose not to have a donation basket. I do realize this has been done in the past, but yielded very little. I felt that with our WONDERFUL BOUTIQUE at the entrance of the show and upcoming HOME TOUR (barely 3 weeks after the show), that these were ways the public could and would support the club. I felt FREE ADMISSION for an EDUCATIONAL show would be appreciated and appropriate!

Need to have person/shifts at show entrance to "count"/click so we know how many people enter the show. They do this at Daffodil I heard, but I don't know where the clicker is!

## Individual Committees and Events

### Preview Party

Suzy Grote did an incredible job!

Guest list: In the previous years' shows, the members and community of Sconset or friends of members had been able to purchase tickets, but this year it was determined by the President that ONLY member + 1 guest would be allowed to buy tickets. The reasoning was the maximum INSIDE capacity of the Sconset Casino is 125 persons. She was fearful of us over-extending our capacity if the weather were inclement and the event had to be inside. My thoughts are this: if the weather is bad, people will not show. Additionally I was horrified and embarrassed not to invite our visiting Judges. In my experience, the Judges are ALWAYS asked, but seldom come. It is courtesy that I strongly feel should be extended. I was not permitted to include them this year; please revisit this policy! I also asked if I could please

invite the Home owners of the 2024 House Tour as a small gesture of appreciation. This was permitted. When I sent out the Preview Party invitation, I did include them (obtaining their names and emails from House Tour Chairmen) but included a message that they would be our guest and not be charged. Half of the home owners accepted the invitation, though I think only 1 ended up coming. They all seemed to appreciate the gesture.

Attendance: we had roughly 125 guests... which was our limit. I will say we had PLENTY of room if you wanted to expand the guest list. I had one chairman comment that the party was not well attended (though she did not know that we actually had our limit in attendance).. it's a big space!

The party charge/ticket price is another item that should be discussed. Suzy and I estimated the original price to be \$100-\$125 per person to cover "most" of the expenses, but I was told by the President that \$10,000 of my flower show budget should be reserved to pay for the Preview Party as a party for our members. She wanted to lower the cost of the party to \$65 per person and let the club foot the rest of the expense.

Caterer—was handled by Suzy Grote, party chairman

I asked Boutique Chair to order extra NGC napkins to use at party

Suzy did not want to handle Paperless Post, so I did this for her and communicated the responses. I sent originally June 1st, then a reminder to anyone who had not responded on June 26th (day of our 1st meeting), then a picture of invitation was included in July 1st club newsletter. There were a handful that were not able to receive Paperless Post (and the app alerts you they are rejected/not delivered), so I emailed those individuals personally.

I ordered nametags (just avery labels) which I printed on my computer, generating the list from the Paperless Party RSVP list; I had 48 blank labels in case of mistakes, late additions or change in guest ... we used approximately half of these. I will say many members appreciated the name tags. See attached picture of nametags- they used the knot artwork we used throughout the show

Payment—we began taking payment at the first General meeting. The treasurer was not on island yet, so I printed the list from the Paperless post, accept payment by CHECK only (made payable to NGC). By the second meeting, the treasurer was in attendance and received payment by check, cash and square. We all agreed to take payment at the door on the honor system that if members replied they were coming that they would pay.

We did NOT initially have a reply by date, I HIGHLY recommend this. We ended up adding a deadline of July 5th (10 days before the event) in the July 1st newsletter that went out with reminder and the invitation. We had SEVERAL members reply after the deadline. Suzy graciously agreed to accept late reservations, knowing we had enough food. She turned in headcount to caterer July 5th based on sign up genius RSVP.

Volunteers needed: as previously mentioned, Merriellou Symes, the Provisional Chairman reached out to me during the winter months and offered to have her Provisionals check in guests. She said this would help the new provisionals meet members and vice versa. This worked brilliantly. Highly recommend. We had 3 shifts, each with 3 volunteers. See my email with instructions to provisionals for details.

Good evening, Ladies! First- thank you for signing up to help the evening of the Preview Party! I am attaching the three shifts from the Sign up Genius, but wanted to give you a tiny insight into what will be

expected that evening! First— There will be three of you during each shift. Two of you will have lists from Susan Rein our event Treasurer with the most current list of RSVP with payment status. It will be an alphabetical list and denote if they paid or not. Please check them in and collect payment. The third person on the shift will be in charge of handing out the printed nametags once the guest has checked in and paid. Nametags- I have printed them in alphabetical order given the replies we had as of Wednesday this past week. There are also 48 blank tags to use as fill-ins for new guests or any mistakes I may have made from original list. I will have a sharpie for you/them to use. Payment- We are accepting checks (payable to Nantucket Garden Club) or square credit card payment. The price is \$65 per person. I think as long as ONE of you during each time slots is able to use the square that is sufficient. In order to do so, please download the Square app on your phone BEFORE you arrive. It looks like this- two grey squares. Once you download it, here is how you open the NGC account: Sign in using NGC email nantucketgardenclub6@gmail.com as ID and PW is NGC627ack. It may send the verification number to Susan Rein... she will text you the code if so! Her cell is (203) 722-7400 if you need to reach her. The evening of she will arrive at 5:30 to train the first shift; the first shift can train the second shift. The second shift can train the third. If there is a snafu, I know you know, but as long as they are on our guest list, let them enter and make a note to obtain payment later! Special Guests- we have invited the home owners of our 2024 House Tour to be our guests (will not pay to attend) as a small token of our appreciation. They are NOTED on the RSVP list.. some have replied, but just in case the ones we did not hear from show up, you will be aware. Again, I appreciate your willingness to help that evening. Please do not hesitate to ask if you have any questions. Text or email is just fine!

Payment--- we had trouble with the SQUARE app and very few payments were accepted due to lack of reception. I found out later that Caroline Tucker and the Boutique ladies were using a CARD READER with much more success. So please check into that. We ended up just making notes on who we needed to follow up with later. The treasurer took the list to do so.

## JUDGES

First: Contact the Zone Judges Representative. Procedures do change. This is how it went this year: She sent interest indicator to all of Zone I Judges. She and I were both a tad worried about logistics and expenses, so I provided her a list of the Judges I personally knew who had homes on the island (but were not NGC members) as well as list of out of Zone Judges that I thought would be willing to come (she also sent interest indicator to these groups). From the responses on the jot form/google form interest indicator, she provided us the list of Judges to officially ask.

Roxanne Casscells was our Flower Show Judges Chair and was very willing though she had no experience. We worked closely together. I created a Google Sheet so that the Zone Judges Chairman, Flower Show Judges Chair and I could all see the current status of replies and information. Roxanne did not care for the google form, but it enabled both the Zone Rep and I to access the information we needed to help her! Might discuss with Judges Chairman what format she would like???

I wrote her initial invitation and asked her to send it: here is the information we included:

Dear Judges, Prospectives and Candidates:

The Nantucket Garden Club invites you to serve on a judging panel for

Nautical Nantucket, a GCA Flower show on Tuesday, July 16, 2024 at

the historic Siasconset Casino, 10 New Street, Siasconset.

Monday, July 15

Judges Dinner- 6:30PM at the home of Janet Sherlund

Tuesday, July 16

Judges and Clerk's briefing-9:30AM

Judging- 10:00AM-12:00PM

Judges Luncheon and Flower Show Evaluation-1:00PM

(All held at the Siasconset Casino)

We will attempt to house judges in private homes based on availability.

We hope you are able to join us! Please let us know by March 15 if

you are able to attend.

Sincerely,

Roxanne Casscells

Judges Chair

832-628-2710

casscells5@aol.com

We did not have enough judges... some of the judges who came also entered, so they could not serve on the special awards panels. Two things--- NGC has a LOT of Club awards, which really requires a second Special Awards panel for both Floral Design AND hort. I will mention this later in the notes on the schedule, but these awards need to be re-evaluated, many are repetitive of the GCA awards. It was VERY tough to get approval for the GCA awards given the NGC awards.

At the last minute, 2 judges dropped out. I highly recommend an extra judge in each division if at all possible! Between the difficult travel and safeguarding against the unknown, including sickness... this would be wise!

Once the Zone Judging rep prepared the panels, she sent them to me and I wrote the email with instructions prior to the show. Ideally the Show Judge Chairman would do, but she did not know what to include. Here is what was included:

Ladies,

We eagerly anticipate your arrival on Nantucket! Attached are the Judging Panels as well as a PDF of our Flower Show Schedule and a PDF layout of the classes. We will have your printed schedule and name tags for you at the Judges' Dinner Monday evening. If you are not joining us that evening, we

plan to deliver the schedule and name tag to your local accommodations!

As usual, the panels are complex— please check to make sure that you are not assigned to a panel judging a class for which you have entered. Likewise, if you are entered, you should not be on a Special Awards panel. Despite our best efforts to cross check, mistakes do happen and we'd rather know now rather than later.

A few quick reminders regarding the Schedule:

Monday—Judges' Dinner at 6:30

Tuesday—

please arrive at the Siasconset Casino by 10:15.

Approved & Prospective Judges will gather on the side porch (in the case of inclement weather, please plan to go the foyer).

Clerks and Candidates will gather on the Stage

Briefing and Charging will begin at 10:30

Judges' Luncheon & Evaluation for Approved & Prospective Judges will be held on the Stage as soon as judging is complete (roughly 1 p.m.)

Boxed lunches for Clerks and Candidates will be available in the Mary Gray Hallway as soon as they have finished judging

\*\*\*\*Please note if you are ALSO serving as a PASSING JUDGE, a separate email will be sent with a slightly different timeline.

Again, we are incredibly thankful for your willingness to travel and judge NAUTICAL NANTUCKET!

If you have any questions please don't hesitate to ask. We are here for you.

Sincerely,

Roxanne Casscells & Gina Crenshaw

CLERKS

This Chairman is responsible for organizing all the materials for local clerks as well as the Candidate Judges on the Panel

Christine Dean was our Clerks Chairman and did an excellent job

Once it was determined how many local clerks were needed, she recruited these ladies

I put together an instructional letter that we send to the Clerks prior to our training session. NONE of the Clerks had done this before, so it was a bit overwhelming for them. AND given that horticulture works so differently than FD, Photography and BA, I would almost recommend a separate training for the Hort clerks.

We asked the Division chairmen of each division to help participate in the Clerk Training immediately following a General NGC meeting (1 week prior to the show).

I assembled a sample clip board for each clerk so she could see the forms as we spoke about it. This took a lot of time to prepare, but I think they found it helpful. I had planned to gather up all the forms & use in the show, but they wanted to take home and study!

## JUDGES' LUNCHEON

Betsy Carey was chairman and did an outstanding job

The luncheon was held on the stage of the Casino. There were (4) 60 inch round tables (1-FD, 1-Hort, 1-Photo, 1- Conservation/Special awards). 8 chairs at each table. It was VERY tight and quite hot.

The location was very close for the clerks and candidates as they were searching for Judges to sign comments, ask questions, etc, but the Stage itself was a bit hard to navigate due to stairs and restricted space. I really don't know where else it could be held, but we were totally maxed out on space on stage. Worth considering other options.

See the Job description for budget, expectations, etc

Betsy ordered lunches from Sankaty (with the help of Kathleen Poole as member of the Club). Betsy had our Show logo printed on stickers and bought nautical themed ribbon to tie the kraft sacks with boxed lunches. The bags were ideal as some took there lunches with them to catch flights, ferries, etc as soon as the evaluation was over.

Betsy rented Table cloths and did the floral arrangements herself... it was very beautiful and perfectly done.. nice but not too over the top.

Robin Youngman printed signs for each table so they would know where each division was seated

I placed a large pouch on each table to collect back our grey lanyards with which their name tags had been attached as we had borrowed them from Mary Malavese. Given the affordability of said lanyards, I would just order enough to let them keep or toss.

## Judges' Dinner

Janet Sherlund was our Judges' Dinner Chairman and was absolutely outstanding in every way! She was the most gracious hostess and kindly held the dinner in her home, buffet style.

Gina took care of the invitation (which was sent paperless post to track attendance, see attachment) and mentioned it in correspondence from Roxanne, the Judges' chairman.

No one was charged to attend.

The 35 total guests included:

all the Judges, including our FD Passing Judges.

The NGC members who were hosting Judges in their home (partly so in gratitude for them accommodating the judges, partly because it seemed efficient that the hosts would then transport the judges to/from the dinner

Club President

Judges Chairman

Show Chair

I identified whom I deemed to be the highest ranking GCA official that would be in attendance, then verified this with our Zone I Judging Rep as well as my good friend Debbie Stockstill who was AVC Judging rep for another zone... then once we all agreed, I asked Libby Moore (Zone I Chair for Committee Chairmen) to make the GCA toast

See the Judges' Dinner job responsibility list for more details

The Judges' "goody bag" with Name Tag was distributed at the dinner since ALL but 1 judge was attending!

The evening consisted of passed appetizers, open bar, and buffet dinner (catered). Janet knew the budget, acknowledged that she would exceed it and generously underwrote the overage. She provided/used all her own dishes, napkins, glassware etc, so the only expense for the evening is the attached catering bill.

The week before the dinner, I emailed Janet, Roxanne (the Judges Chair) and the NGC president to communicate how the evening would unfold:

Hi Janet,

I am so excited that in ONE week from this precise moment, you will be so graciously hosting our visiting Judges! THANK YOU!

I know I touched base with you last week on the final numbers. I want to explain a few more details.

First, either Roxanne Casscells or Karyn Frist will be delivering the Judges' gift bags to your home soon (I would estimate end of the week if that is convenient for you, but they will be in touch). These bags have a small gift from NGC as well as their printed Flower Show Schedule (Exhibitor Guide) and their name tag. It is common that everyone in attendance will wear their name tags, so ideally we'd like to have them somewhere close by when they arrive so they may access their name tag. We also have a name tag for you and will get it to you with the bags. We are asking our NGC members to use their blue lanyards (that we use for General meetings) to attach the Flower Show name tags (to be efficient with our resources).

Second, We had a tremendous response rate, and all of our visiting Judges except three accepted the invitation for dinner! Given that many of our members are not only providing accommodations for our Judges, but will also be transporting them, we felt it would be kind (and efficient) if we also included these NGC ladies in the dinner. I didn't want you to be surprised when your fellow club members:

Barb Kaytes

Marianna Brewster

Nina King

Paula Henderson

not only arrive, but stay for the dinner! They are included in the headcount I gave you last week.

Additionally, Kathleen Poole, Roxanne Casscells and I will be in attendance due to our respective jobs for the show.

Now that I have covered the guest list, I wanted to briefly discuss the introductions that should take place.

As Show Chairman, I would like to introduce you as our host first.

Then I would like to introduce Roxanne as their formidable chairman with whom they have been communicating for MONTHS now!

Next will be Kathleen to give an official welcome as our President.

Last I will introduce Libby Moore as the highest ranking GCA official in attendance to give the toast (following GCA protocol).

So given this brief agenda so to speak, I would like to ask how you would like us to proceed henceforth....are there any specific directions or items you would like our help with that evening?

Again, we are indebted to you for agreeing to host this dinner..... MANY, MANY THANKS! Let us know if we can help in anyway!

Gina

I considered this evening to be the HIGHLIGHT of the show. It was lovely and really showcased our club's hospitality and appreciation to the visiting judges!

#### JUDGES GIFT BAGS

Karyn Frist was our Judges' Welcome Bag Chairman. She did a marvelous job curating their welcome bags which included:

Chocolate Covered Cranberries

Floral Scented Soap

Nametage

Printed Copy of Nautical Nantucket Flower Show Schedule

Welcome note from Judges Chairman and Show Chair that looked like this:

#### AWARDS

Cathy Ward was our awards person and did a FABULOUS job!

I know this was known by previous chairmen, but has not been written down that I can find... PLEASE NOTE... the NGC awards for Floral Design require their own pedestal for display once awarded. These are the smaller 36.75x12x12" pedestal in storage! Additionally these priceless pieces of silver, ivory, etc are stowed at the ATHENEUM!

The NGC Awards should be evaluated as at the end of the show, she was advised by Scrimshaw he may not even have sufficient ivory to finish this show! And he would not be ordering more!

If I have time, I will make a cheat sheet of what each NGC award looks like because it was a tad confusing. Some were trophies, a loving cup, a certificate only, etc.. they had many forms. That way the awards chairman would know what she is looking for!

Cathy Ward worked VERY hard to find a calligrapher, but in the end the calligrapher did not have the time to complete the job, so our very own member, Barbara Bispham stepped in to save the day! There are a number of certificates to be filled in by hand. Originally we planned to have Merriellou Symes, who has a beautiful hand, to do the Judges' Commendations and the 5x7 white cardstock awards, while the Calligrapher did the watercolored certificates from GCA. Unfortunately Merriellou fell ill, so Barbara had double-duty!

One brilliant idea that Cathy had was this: there are certain components of the Certificate that can be filled out ahead of time, such as the title and date of the show. Great idea! Then you would only need to do the Name and Citation once they are known!

Instead of paying our Calligrapher, we gifted her 2 home tour tickets.

Awards is a detailed job that would most definitely benefit from not only have a chair, but a co-chair who could participate, learn and do it the next time! NB: I do think Cathy Ward would be willing to do it again if you would select a co-chair she could train. I HIGHLY recommend asking her. She was really, really wonderful.

#### FLORAL

GCA awards for Floral Design

Best in Show Floral Design- Barb Kaytes

Dorothy Victor Munger- not given

Harriet DeWaele Puckett Creativity award- Nina King

Sandra Baylor Novice Floral Design award- Betsy Carey

NGC Floral Design awards

Jules M. deR Thebaud Trophy- Nina King

Twenty-fifth Anniversary Award- Marianna Brewster

Margaret Robinson Memorial Award - Betsy Carey

Sandy Taylor & Betty Webb Creativity Award- Marianna Brewster

Terry Hoyt Memorial Award- Eloise Boling

Anniversary Table Award- not given

Horticulture

GCA awards for Horticulture

Best in Show- Marianna Brewster

Catherine Beattie Medal- not given

Clarissa Willemsen Horticulture Propagation Award- Marianna Brewster

Rosie Jones Horticulture Award- not given

GCA Novice award in Horticulture- Martha Polachi

NGC Horticulture Awards

Green Thumb Horticulture Award- Marianna Brewster

Sweepstakes Award- Marianna Brewster

Helen Magee Alliot Best Rose award- not given

Susan Scarborough Ward Memorial Award- Martha Polachi

PHOTOGRAPHY

GCA Photography

Best in Show- Mimi Kerr

Photography Creativity Award- Laine Morrison

GCA Novice Award in Photography- Yvonne Wade

NGC Photography

NGC Award for Excellence in Photography- Barbara Davidge

NGC Photography Award- Mimi Jones

## EDUCATION

The Ann Lyon Crammond Award- Paulette Boling

## BOUTIQUE

Caroline Tucker and Louise Middleton were chairmen and were FANTASTIC

They did not have a separate budget for Flower Show, but ordered inventory from their allocated Club budget

They used (2) 8ft tables, (1) 6ft table and 2 folding chairs for display and shop

They were open during Tuesday during set up and last minute passing) which I think was a down time for Judges who gathered and were waiting, so shopped while they waited to Judge. Then they were open all day Wednesday when the show was open to the public. They were not open during the Preview party so all members could enjoy their party.

They did keep the merchandise overnight at the Casino, but removed from tops of tables to be out of sight

They curated everything themselves except for bringing in a local artist named Sarah who had photographs, Liberty puzzles, calendars and other gift items. My understanding is they did not take a percentage of her sales, but made the agreement that she would make a contribution after the sales.

They provided the number of volunteers and shifts they wanted to Marianna for the Sign Up Genius

From my perspective, MOST attendees did shop. It was a very popular and successful side venture.

## PUBLICITY

Nancy Serafini was the chair as she was also handling Communications for the club.

She put in "banner" ads in the Current and Daybreak digital media

Recommendations

Either provide the posts you want for the Instagram or ask to proof them before they are posted as we had a few errors and mistakes and several blurry images

Have a poster/flyer made (cardstock 8.5 x11) to share/pass out to all the local hotels and B&B; to share with guests. FREE and a fun activity to share with their guests. We did NOT do this but heard from a few attendees that they had learned about the show this way. We could have capitalized on this!

Poster/flyer to distribute at local businesses

Chamber of Commerce- ask to be added to the community calendar

## SHOW PHOTOGRAPHER

Jill Sandole was our Show Photographer

Jill was asked by the original Show Chairman and advisor and I was told she had done it before. I did not provide her with a job description which is 100% my fault.

The Show Photographer is responsible not only for capturing the candid photos of the show and surrounding events, but also for recording/photographing the entries, divisions and winners for GCA publication. GCA has a wonderful resource "how to photograph" a GCA show to best do this. It included using a white trifold board as a clean background for the exhibits. This is especially important for uploading the images for the GCA award winners. Fortunately our Photography Division chairmen had clean images from all the entries to use for Photography. We did not have appropriate pictures for Hort or Floral Design. Conservation was well captured.

Please make sure Show Photographer is aware of the GCA guidelines well in advance of the show as well as the expected timeline for submitting these pictures.

## HOSPITALITY

Robin Hammer was our Hospitality Chairman and did a superb job

I asked her to set up by 7 a.m. (when we began receiving entries) for our passing judges. She located this in the front foyer of the Casino. She had the perfect assortment.

Water and orange juice were in dispensers, using our NGC cups from storage

In a rattan beverage tub on ice, she had canned mini cokes, cokes, and sparkling water. Robin nor I are soda/coke/pop ladies, but we discussed and I encouraged her to have... and sure enough, they were consumed.

She had Tate's cookies, mini muffins, small pieces of fruit like oranges, granola and KIND bars on a tray on the coffee table

It was an exceedingly hot day so Robin replenished the water often

Used some of the NGC napkins that Caroline ordered for us!

If memory serves, she left this set up until the Judging was complete around 1:30 p.m.

OVERALL THOUGHTS, REFLECTIONS and IDEAS to discuss for next time:

PUBLIC component: As hard as it was to garner the “public” entries for the show, I think there were very important and much appreciated (by our local community and visitors as well as the visiting judges!)! I think this important to keep and I am hoping that a more consistent schedule of a GCA show will have educate our community that they are invited to participate. Breakdown by division

Floral Design--- the participants from the Saltmarsh Center were solicited by their Director once Nancy and I went to visit with her and get it on the schedule. I created a quick “poster” and the director included it in their newsletter. Nancy offered to do a hands on workshop for the participants. Nancy and I cut all the flowers from my garden. Nancy ordered the containers and frogs for them to use. After the workshop, Nancy transported the designs to the show. NB: in our guidelines, both entry cards (with botanical names) and a statement of intent were required. Nancy in her excitement forgot to ask them to do a statement of intent. Although she did have them fill out their names on the entry card, I ended up filling in the plant material for most of the entries. Question to consider: do the public entries need to have this same set of requirements going forward? Additionally, I do not feel these classes need to be judged by GCA judges and would suggest local judges! Another way to involve our community. (Also, we should have contacted the Center way ahead of time, but our class consultant fell ill and was out the month of June, so Nancy stepped in and did this!). At the end of the show, I gave Nancy all the entry cards with comments and awards to deliver back to the Saltmarsh Center. We kept the vessels we used for the designs and will sell in the House Tour Gift Boutique (little whales). Had 8 entries total

Floral Design- the Youth classes were mainly filled with the children and the grandchildren of NGC members, barring maybe 1 entry who Ann Maury solicited. I think this is your best audience. Again, see my comments above regarding judging... again, I do not feel we need GCA judges to evaluate these designs. Although these classes were included in the original schedule provided to membership, I would suggest an additional channel of advertising these entries... as it was literally a last minute mad dash for entries! The children were provided sailboats that Nancy found at Wal-Mart and I ordered; it was simple build your own sailboat kit that they incorporated into the design. Had 10 entries.

Horticulture- I think we were all disappointed in the lack of community entries... I have no idea how to remedy this... but I do feel like we lacked publicity in general, so I am not sure how people would have known to enter! Additionally, do the the ability for the public to enter, we listed July 16-17 on ALL our printed materials, Instagram and ads. This was because entries were actually the 15th and 16th, with judging on the 16th and public viewing on the 17th. This confused many people. We had a couple of people (not many, but maybe a handful) show up to see the show on the 16th. But if we had only listed the 17th the public would not have had the date to enter... so to be discussed further! (I am not certain, but was told we perhaps only had 10 public entries).

Photography- Heidi Drew was the genius who somehow solicited ALL the public entries. She did it single-handed! Had 6 entries total.

OVERALL ENTRIES and DIVISION thoughts

Floral Design-

the most talked about class and public favorite was undoubtedly the table class! Practically every person who visited the show commented on it. Additionally, it was the FIRST and fastest class to fill for entries.

We were down to the wire with me BEGGING for entries in FD. It is tough to travel and enter Nantucket, no doubt! So I think we should have the BARE number of entries required for a GCA show. Three reasons

Had to beg for entries... including asking my friends from Zone IX to travel and enter!

The number of floral design entries required 3 FD panels and every judge also had to serve on Special awards panel because of the copious number of awards- separate discussion!). That is a minimum of 9 judges that must be invited, if we could cut that number to 6, it would great

SPACE! I think our exhibits were fairly well spaced in the Casino, but 1 pedestal arrangement was still knocked over (horizontal class) during last 2 hours of last day AND 2 of the entries in class 6 (Nantucket Red) were sandwiched between the hort and photography with the bare minimum viewing distance permitted.

Our pedestals are old, nicked, and imperfect.. but they work just fine! Here is current, accurate inventory:

14 ----38" high, 16"x16" square tops (4 were built this year) I donated to club to be able to fulfill our classes as written in schedule. Only 12 are really show-worthy! 2 are very crumbly and we used for awards display.

6 for AWARDS only--- 36.75" x 12" x 12" . Not to be used for FD.

## HORTICULTURE

Stats: we had 20 members enter, yielding 100 entries. I was surprised; I thought we would have had more. I am not sure how to explain the dirth or how to remedy! I did hear some murmurings about having to bring your own bottles, print your own entry cards and having to use only cork or compostable plastic as wedging, BUT... Lynn had bottles and wedging available and I do not think all the bottles were used! And I know I had 210 entry cards printed and she had 110 left over. So I am not sure if what the deterrent was, if it was the weather, or just simply been too long since our last GCA show and people were unfamiliar & unprepared?? I DO think that even though we emailed links and the schedule was online, that perhaps we should think about having 1 printed schedule per member. I really do. I just think it's easier for people to look through the classes. I think this warrants a discussion. Lynn B. called another Zone I Hort Judge and she commended us for both the wedging limitations and the requirement to bring your own bottles. She said that is how the other clubs are moving forward as well. It may have just been a transition year!

Idea: horticulture workshop? Talk about how to groom, how to read the schedule, how to fill out the entry cards? Perhaps our newer members have not entered hort? I am not sure, but workshops and preparation always seem to help!

## AWARDS

One of the things that delayed the approval of our Schedule with GCA readers was the abundance of awards for which we applied. The GCA Flower Show Chair clearly communicated that she thought many of the NGC and GCA awards overlapped. The readers asked the very same questions and made the same comments during the approval process. Examples: GCA Best in Show in Flower Design and

the ----- . The Puckett Creativity Award and the Betty Webb Creativity Award. The Sandra Baylor award and the NGC novice award. They were very hesitant to approve and I think honestly only let it slide since it was JANUARY and our show was less than 6 months away. We need to revisit this! I do not think they will approve going forward. Additionally, it meant FD needed 2 Special awards panels! That meant every judge had to serve both on a regular panel and a special awards panel. That would not have worked if any of our entries had been GCA Judges who had also entered the show! Furthermore, Cathy Ward, who did an EXCELLENT job as awards chairman, has just notified me (2 weeks after the completion of the show) that our local Scrimshaw person may not have enough ivory to complete our awards. This all needs to be visited!

The Storage and safety of our precious NGC awards was a point of anxiety for some. I was told two very different things: one person said move the awards as little as possible, so do not take them from the Casino each night, but lock them in Dave's office. Another person told me that "we always" remove them to a safe place each night as they are not safe at the Casino, even locked in an office. SO... all I know is I do not know the policy.. but we need to decide what it is, write it down and pass it down! Poor Cathy was given lots of conflicting information!

Question: In the past where have the awards been stowed during set up and the Judging time period? I was told by one advisor to keep them on the stage, which was a great idea, but no room! For this show we ended up lining up the pedestals between class 5 directly in front of the stage.

JOB DESCRIPTIONS given to Chairmen:

Judges Luncheon

Date: Tuesday, July 16th, 2024

Time: 1:00 p.m.

Location: Sconset Casino Club (the location of the Show)

Approximate # of Lunches: 30

Budget: \$1500

Lunches and drinks

Round tables and Chairs... enough for 1 per Discipline (Floral Design, Horticulture, Photography and Conservation/Special Awards). We are planning for 28 Judges, so 8 chairs / table should work well. (The Casino MAY have tables and chairs we can use, let's ask!)

Each Table should have sign printed that indicates the Discipline (please ask Printing Chairman, Robin Youngman, to provide)

Tablecloths/Linens

Notes:

The Luncheon will be both for eating AND evaluating the show. So the Zone I Flower Show Representative will be present to conduct the Evaluation. She will provide the necessary forms, but let's

be prepared with extra pencils.

Although we are planning for 1 p.m. I am sure some Disciplines could finish early, let's have the boxed lunches ready by 12:30

In the past 2 shows, the box lunches have come from Sankaty Head Golf Club and were well received and well-priced. Our NGC President, Kathleen Poole is a member and has graciously offered to order again if you want to go that route. In 2017 the boxed lunches were \$17/each. There is no record of what it was or if that included a beverage or dessert. Additionally, I believe Liz Barnes has offered to order from Nantucket Golf Club. This is up to you, I am just providing viable options!

Please coordinate with the Show Hospitality Chair, Robin Hammer so we can share resources (drinks, etc).

I will attach a copy of the 2017 Hospitality report, but of note is the fact that the tables/chairs were "unsightly"... that is why I am adding to your budget to make this more presentable

In 2017 the Luncheon was set on the Stage of the Casino. We have yet to map out this year's show, but I would assume this is still the best location for the Luncheon. We can review in person perhaps this summer.

The "invitation for lunch" will be issued to the Judges as part of their electronic invitation to judge the show. That will be handled by the Judges Chairman and myself. We will be in communication with you as to our anticipated numbers. It is most likely that 100% of the participating Judges will stay for lunch and the evaluation.

Division Chairman

Responsibilities and Notes:

If you are also responsible for Registration (for us this is FD and Photography), please keep detailed registration records for your division. The list of entrants (with assigned entry numbers) will need to be provided to the Awards Chairman (Cathy Ward this year) one week prior to the show. The same list should be provided BY Class to the corresponding Class Consultant. Please do not share the whole list, but specifically just the details for that class. List of FD consultants is found in the Schedule.

May not enter their own division in Floral Design, Photography or Botanical Arts.

Coordinate with printing committee to provide entry cards. Our Printing Chairman is Robin Youngman

Coordinate with Staging committee to provide work tables for exhibitors

Be available to answer questions and solve problems on the day of the show

Compile information from class consultants and passers to present at judge's briefing

Be available (nearby but off the show floor) during judging to answer questions

Coordinate with the Judges chairman (Roxanne Casscells) to ensure that judges will not judge classes in which they are exhibiting

Each Division chair should brief the judges about

Classes not filled

Classes with no entries e.g., in the case of Horticulture classes "not made"

Changes made in the schedule

Clarifications of/or changes in the rules given to exhibitors

Unusual weather conditions

Photography Division chair should encourage winners to submit their winning entries to Focus magazine using the Focus Submission Form

Consider writing thank you notes to all exhibitors and perhaps include their entry card and/or awards.

Help coordinate the return of FD containers at the expense of the exhibitor

## STAGING CHAIRMEN

### Responsibilities

Confirm the condition of needed components in storage (pedestals, lattice, tables, Hort bottles, table cloths etc). If needed, paint or repair. \*\*\*\*\* we will need to cut down the height of pedestals to 40"

Coordinate Movers to transport all necessary components from Storage (Pedestals, lattice, supplies, tables, hort bottles etc)

Rent necessary tables for set up and display

Work with the 4 Division chairmen (Floral Design, Hort, Photography and Education/Conservation to help plan, set up and layout the Flower Show

Organize and remind NGC committee/volunteers who help both with set up and take down

Confirm with The Sconset Casino Club what we have access to use (tables, chairs etc.) for Sign up, Boutique, Judges Luncheon, Preview Party

Coordinate with Boutique Chairmen what they need for Boutique (I emailed Caroline and she said (3) 8ft tables should work, I sure she needs/wants a few chairs too). Not sure about cloths?

Budget -

\$1000 for materials (paint, repairs, cutting down pedestals, etc)

\$1000 for MOVERS to move to and from storage

Exceptions/Notes

Conservation has a separate budget for their display

The provided vases/vessels materials for Floral design public classes (section A in current flower show schedule) will come out of their own budget. But any painting or revising of pedestals for section B classes will come from Staging budget

What we will need from storage for this Show

Lattice for the Photography Division. Check condition. Get with Heidi Drew and Mary Jo Beck on muslin?

Bottles for Horticulture

Floral Design

4 tables that are 46" diameter and 35"H (plus the green cloths that fit these)

12 pedestals that 16" square top. Currently are 46" tall, but we need to cut down to 40" for show

Class Consultants

Class Consultants:

Are links between exhibitors and Division chairs in each division.

May not exhibit in a class for which they are a consultant

May serve as consultant for multiple classes.

Should be thoroughly familiar with the intent of the class, staging and rules of the show.... And if there is a question you are unsure about, please do NOT hesitate to ask Flower Show Chairman or Division Chair or BOTH.

Should be helpful to exhibitors traveling to the show (they may inquire where to purchase supplies locally, etc)

Answer exhibitors' questions after conferring, if necessary, with the appropriate Division chair or the Passing committee

Communicate in writing to all exhibitors in a class any questions asked by other exhibitors and any changes made in rules or guidelines well in advance of the show. VERY IMPORTANT: Group emails should be blind copied or sent individually to conceal the names of exhibitors

Should have contact information listed in the schedule

Should compile a list of ALL the questions posed by exhibitors as well as the answers given. This list should be shared with the Division Chairman who will pass it along to the Judges' Chairman when she Charges the Judges at the show.

You are not responsible for

Registration (unless you are also serving as Registration Chair for that Division)

Being present the day of the show.... The Division Chair and Passing Judges will be there!

Returning the exhibit to the exhibitor

Please, please, please ask should you have any questions!

Judges Dinner

Date: Monday, July 15, 2024

Time: 6:30 p.m. (plan for total of 2 hours, this should not be late night as people have early morning responsibilities).

Location: to be determined by you

Transportation: Judges' Chairman will coordinate

Invitation: Printing Chairman and Judges Chairman will handle

RSVP: Judges Chairman will collect

Guest list: expect 30 total to include. (36 would be highest number I think!)

NGC president

Zone I Judges Chairman

Zone I Flower Show Chairman

Flower Show Chair + co-chair

Judges Chairman

Judges for the Flower Show (we plan 28)

Budget: \$4000

Parameters- Dinner. You pick the menu, you pick the location. Can be buffet, plated, seated, anyway you want. There will be a small toast given at the beginning of the dinner by the highest ranking GCA

person present, other than that there is not an agenda.

Questions for you:

When we send the invitation to judge the Flower show to the Judges, we will include the information regarding the Judges Dinner. Do you know where you will host them? I would like to include if you do...if you do not yet know, I will simply put time and date for now. Let me know

I will work with Printing Chairman (Robin Youngman) and Judges Chairman (Roxanne Casscells) to design the invitation that will be sent to the judges. What DATE for a RSVP would be ideal for you? I know you will need for food headcount and planning purposes. Let me know

Flower Show Hospitality

Flower Show: Nautical Nantucket

Date: July 16-17, 2024

Location: Sconset Casino Club

Times: Opens to exhibitors on Tuesday, July 16th at 9 a.m.

(Judging to commence at noon on the 16th)

Opens to Public on Wednesday, July 17th 10:00 a.m. - 4:00 p.m.

Responsibilities:

Your job would be have a VERY SMALL selections of drinks (mainly water and Coffee) and snacks for the volunteers and judges. There is a seated Judges Luncheon, so this is just a small refreshment table for ONE Day... Tuesday, the 16th of July... from 8:30-12:30....

Additional thoughts/details

Merriellou is in charge of provisionals and we can ask/assign some to help you, too!

There is a \$100 budget with which to buy drinks/snacks

I have already ordered our NGC napkins from Caroline in the Boutique

The Casino has table; we can use our cloths from storage unless you have one you wanted instead

Awards Chairman Responsibilites

1. GCA Awards listed in the schedule

a) Are considered approved when the schedule is approved

b) Are mailed to the Awards chair approximately one month prior to the show from GCA headquarters

c) Verify that all Awards listed in the schedule have been received. Any awards sent that are not in the schedule may not be given at the show

d) Coordinate with Printing chair to print Judges' Commendations and Award of Appreciation certificates from the GCA website (1) Print on cardstock

2. Order a sufficient quantity of award stickers/ribbons

a) Coordinate the needs of all Divisions

(1) Multiple stickers/ribbons should be available for joint entries (2) Additional Honorable Mention stickers/ribbons should be

available for classes in the Floral Design, Horticulture,

Photography, and Botanical Arts Division, if applicable

a) GCA award and class commendation stickers are available on the GCA

Marketplace

b) If using ribbons, they are purchased from an outside source such as Hodges Badge Company or [gospikes.com](http://gospikes.com) or Ribbons Galore or others

3. Organize an awards table, conveniently located for all Divisions, with all GCA Special Awards and club awards, stickers, ribbons and pens to be used for comments and citations

Flower Show & Judging Guide - updated July 2023 | [Go to GCA Flower Show Table of Contents](#)

11

## GCA FLOWER SHOWS

a) Request a list of exhibitors with entry numbers from each Division/Registration chair as an aid in recording awards

b) Make copies of the GCA Special Awards in case of error or for temporary display

c) Arrange for the lettering of certificates

d) Arrange for the inscription of Medals (at the show's expense). Include

(1) Name of winning exhibitor (2) Date of Flower Show

(3) If room, Flower Show name

4. Extra copies of award certificates and medals for dual exhibitors may be ordered from GCA at the show's expense

a) Duplicate medals average \$100 to \$150 depending on specific medal 5. Confirm all awards are placed in accordance with judges' decisions

a) Only judging panels assigned to the show may authorize the awarding of ribbons or other GCA Special Awards

6. Work with the Show Photographer to ensure that all entries receiving GCA Special Awards are photographed. Copy or photograph each winner's entry card, key cards (for horticulture and botanical arts entries) and award cards to compile information to complete the Flower Show Awards Record Sheet after judging

7. Complete the Flower Show Awards Record Sheet on the GCA website. This form is used by GCA staff to add winners to the GCA Flower Show Awards database on the GCA website

a) The following information is required (1) Winner's name(s) and club(s) (2) Class title

(3) Judges' citation

(4) Plant material (for Horticulture awards) (5) Statement of Intent or title, if applicable (6) A digital photo of each winning entry

8. Return any GCA Special Awards not given to GCA Headquarters

9. Send all Division chairs a list of awards results

Judges Chairman

Responsibilities

To communicate with Judges once the Zone I Judges Rep provides the list. You will send the invitation, accept replies and communicate with Zone I rep.

Accommodations: in 2017, the Judges were primarily housed by NGC members. Post-Covid, This might not be quite as easy, but let's try! Given the time & expense it takes to get to Nantucket, it sure would be lovely if we could help with accommodations. In our 2017 Evaluation, it was noted that "a little earlier communication regarding housing would have eased the minds of a few".

Judges' Dinner- we have a separate Chairman for this: Janet Sherlund. Aren't we lucky? You will communicate closely with her regarding attendance.

Judges' Luncheon at the Flower Show will be organized by the wonderful Betsy Carey. You will be communicating headcount and details with her.

Transportation for Judges once on island.

Judges' welcome bag will be organized by Karyn Frist. She will communicate closely with you regarding who is staying where. The 2017 "swag bag" included: notepad, name tag and welcome materials. Delivered to the various homes where Judges were staying.

"Clerks" for the Judging Panels will be organized by Carrie Griffith. She will be responsible for training and shepherding them. They are usually people on island, so should not be included in your numbers.

Budget—— I am working on this. I have been in contact with Susan Rein (who will serve as our Treasurer) and as soon as I have numbers from her, I will create a budget for each division.