

EDGORTH & DISTRICT HORTICULTURAL SOCIETY : ANNUAL SHOW

Guidelines for Check In/Help Desk operation (August 2013)

Checking of Entries

To facilitate and maintain the maximum throughput of Entrants through the Recording Process, and to eliminate queuing at the Entry Stewards' Desk, each Entrant's entry form will be checked by a Steward for correctness, etc **before** presenting it to the Entry Stewards as follows:-

A "Check-in/Help Desk" will be situated in the entrance corridor, between the entrance to the Barlow Institute and the entry to the Hall itself, the Steward there will check each Entrant's entry form for correctness/completeness and will give guidance concerning appropriate classes etc as required. At peak times a second Steward will be available to move along any queue which forms and assist in checking the entry forms as above.

8/8/13