

EDGORTH & DISTRICT HORTICULTURAL SOCIETY : ANNUAL SHOW

Guidelines for Class Stewards (Revised 11th August 2013)

The Class Steward has an important and busy role in ensuring the smooth running and success of the Show. The duties cover four periods of time during the day, namely: -

- assisting exhibitors in staging and supervising the arrangement of exhibits in the correct classes from 9.00 a.m. to 11.50 a.m.; (Also 7.30 p.m. to 8.30 p.m. on Friday – committee only.)
- assisting the judge, recording results and setting out prize cards from 12.00 noon to 2.00 p.m.;
- supervising the public and providing advice and assistance during the viewing period from 2.30 p.m. to 4.30 p.m.; and
- assisting with the return or sale of exhibits from approximately 5.00 p.m.

There will be 3 Stewards for each entry category, at least one of whom will be experienced, therefore, new Stewards will work as part of a team and will be guided through the procedure.

Please consult the Help Desk for any clarification required on Friday evening or Saturday am.

To ensure a common high standard, stewards should follow guidelines set out below. However, it should be remembered that no set of guidelines can cover all eventualities, so discretion and initiative should be exercised whenever necessary. Remember the overall aims of the Show are to encourage participation, to ensure fair but friendly competition, to provide enjoyment for the public, and to stimulate interest in horticulture in general and in the Society in particular. If in doubt at any time, seek the advice of the Chairman or Show Secretary.

1. Be familiar with the description and numbers of classes in your section of the Show.
Reading the appropriate part of the schedule beforehand is strongly advised.
2. During staging assist exhibitors in displaying exhibits correctly, i.e. as schedule and in the place identified by the class card. It is the exhibitor's responsibility to stage exhibits 'as schedule', but if you see anyone staging 'not as schedule' please point this out. If your advice is ignored, so be it. Also, advise that cards are available to indicate exhibit variety. (helpful to public)
3. Exhibitors in certain classes, e.g. flowers, roses and dahlias, should prepare their exhibits in the Staging area which is the room to the right of the stairs at the end of the entrance hall corridor. Only final adjustments should be made on the display tables.
4. As it is impossible to predict the number of entries in each class, the spacing originally allocated will prove inappropriate. During staging keep an eye on overcrowding and empty spaces, and be prepared to adjust class spacing to accommodate this. Be careful in moving exhibits. If the exhibitor is still present, politely ask him/her to move the exhibit or gain permission to do this yourself. When moving exhibits yourself ensure that they are re-staged in exactly the same way and with the appropriate entry card. Tape the entry card to the exhibit if need be.
5. Ensure that each exhibit is accompanied by the exhibitor's entry card. This must be placed number down by or underneath the exhibit. R classes are not for sale. If the exhibitor does not wish an exhibit in a 'non R' class to be sold by the Society, he or she must have a RED entry card placed by the exhibit.
6. If you wish to have a break, perhaps to stage your own entries, agree this with your other Steward and notify the Roving Steward, if necessary, so that appropriate cover can be provided.
7. Ensure that all exhibitors and the public leave the room by 11.50 a.m. before judging begins. Stewards not involved with the judging process are excluded whilst judging is taking place. Check the spacing of exhibits and make any final adjustments. The Public are excluded from the building from 11.50am to 2.30pm

8. Welcome the judge at 12.00 noon and accompany him/her to the exhibits. The judge normally brings any equipment needed, however, check your requirements list.
All mobile phones, including Judges, must be switched off.
9. The Entry Stewards will have provided you with record sheets of classes within your categories, temporary prize cards, clipboard and pen for recording winner's number, together with a copy of the 'Procedure for assisting Judges and producing the Prize Cards'. You must read, understand and implement this procedure to ensure the process works efficiently. You will not be given the Entrants' names.
NB. The Entry Stewards have a separate sheet for the overall Entry and Awards procedure.
10. Refreshments will be provided in the café for judges and stewards from, 11.30am until 12.00, if you can be spared, and at the end of judging, which should be completed by 1.30pm and no later than 2.00pm.
11. When the show is open to the public, patrol your area and endeavour to provide advice and information. For instance, you may be able to explain the criteria used by the judge or pass on any comments/suggestions picked up during judging. Food and Drink is not allowed other than in the Café and any offender must be asked to take it outside.
12. The cookery and handicraft rooms must be locked, or guarded, to protect the exhibits from the start of the prize-giving until after the raffle prize winning numbers have been announced.
13. At 4.15pm when Public viewing is over, winners can collect their cards from their exhibits. Any still remaining at 4.25pm in the Roses/dahlias and Flowers categories are to be collected and retained by the Stewards for those classes, to avoid water damage during the sale of exhibits. The Show Secretary will collect the cards from the Stewards and take them to the 'rear cafe' room from where they must be collected before their owners can collect their prize money.
14. Between 4.15pm and 4.30pm, identify, and move to a separate secure area, any exhibits within the vegetables, fruit, flowers and cookery sections which have a RED entry card to avoid them being sold by mistake. The junior cookery 'R' category items are to be similarly safeguarded. These items must be identified as 'Not for Sale'.
15. The Schedule 'R' Class exhibits, i.e. house plants, floral art, handicrafts, art & craft should not be moved other than by the exhibitor. The prize cards, or entry number cards, should be left with the exhibit so that both can be collected together after prize-giving. This will help identify unclaimed exhibits.
16. Also between 4.15pm and 4.30pm, the raffle will be drawn and the winning numbers listed against the prizes. After the Presentation of trophies and prizes the winning numbers will be announced and the prizes collected from the raffle Prizes Steward.
17. After the presentation of trophies and raffle prizes etc., assist with the return of exhibits not for sale, and the selling of other items. Cookery is sold upstairs; flowers and vegetables in the main Hall. The aim is to raise money for the Society, not to 'give away' items.
18. Winning exhibitors need their prize cards to collect their prize money from the Entry Stewards in the room adjacent to the kitchen.
19. If you have any energy left after this, your assistance with clearing up will be appreciated.
20. Finally, go home for a well-deserved meal and a rest, with the Committee's thanks and appreciation for your assistance. Alternatively, you may wish to join the Committee for a drink in 'The White Horse'. They also do food, so those who wish can eat there as well.

D. Spencer