

EDGORTH & DISTRICT HORTICULTURAL SOCIETY : ANNUAL SHOW

Stewards' requirements

(Revised August 2013)

Hall

Paper plates for the display of fruit, vegetables and eggs. (6", 7" & 9")
Plain kitchen towel roll for display, as an alternative.
Dry river sand for displaying onions, shallots and also eggs in Cookery room upstairs.
Scales for weighing heaviest potato.
Tape measure for longest runner bean
Used, but clean, carrier bags for the sale of produce.
Towels and/or cloths for wiping and drying off the plastic table coverings
Floats
Tablecloths for Cups and raffle.
A4 Display stands for Roses and Dahlias identification photographs
A5 Display stands for gardening tips
Notices for Rule 15, Mobile phones, Prize money donations, No food & drink.
Variety, Judges comments and Commendation Cards

Cookery

Doylies for the display of cakes, scones, etc. (8" & 10")
Knives for cutting cakes, scones, etc during judging *Judge may bring her own.*
Spoons for tasting jams, etc during judging; approx. 100 required *Judge may bring her own.*
Tape measure
Disposable gloves
Cling film
Paper plates (or flat card) to place under cakes being sold
New polybags for sale of produce
Clean carrier bags
Net or fleece to cover open windows to keep out wasps
Float
Notices for door, i.e. Cookery, Closed until after raffle, sale of items
Notices - for table, i.e. Items not for sale, - Mobile phones, No food & drink
Jar lid remover
Judges comments and Commendation Cards

Handicrafts/Art/Photography

Pole for hanging/removing photograph display panels
Velcro dots, sticky tape, stapler, 'blutack', Guillotine
Large sheets of black card for table displays
Notices for door, i.e. Handicrafts, Closed until after raffle
Notices - for table, i.e. Items not for sale, - Mobile phones, No food & drink
Judges comments and Commendation Cards

Patio pot plants/Junior Gardening

Notices

Admission/Raffle

Floats
Schedules
Child counting matrix
Notice with raffle charity details
A5 leaflets giving locations of displays and membership form, incl. current Soc. programme
Raffle tickets
Pens, stamp and ink pad (to use on hands for people wanting re-entry).
Raffle prizes list for noting winners' numbers
List of raffle tickets numbers

NB. Anyone leaving before the raffle is drawn, and who wants to be included in the draw, must write their name and contact number on the list against their raffle ticket number. The list is to be handed to the Chairman on stage before the raffle is drawn.

Plant sales

Cards to display prices and plant details, as necessary.
Sheet of sticky labels.
Plant labels, Marker pens, Scissors
Used carrier bags
Float
Notices

Catering

Polystyrene cups and holders
Plastic cups and teaspoons
Paper plates or napkins
Large plates for display of cakes and sandwiches (from Institute kitchen)
Disposable gloves
Cakes (homemade)
Squash
Tea, coffee, sugar, milk
Cling film or foil
Large cake covers
 New polybags for selling off food
 Rubbish bags
 Coolboxes
 Sharp knives and serving tongues
 Cloth for wiping surfaces
Washing up liquid
Teatowels
Price list (or blackboard & chalk or sheets of paper & marker pen to prepare one)
Notice for Café opening times, No entry before 2.30pm.

Staging Area

Clean Newsprint
Mop, buckets, floor cloths, 'Wet floor' signs (or similar)
Vases
Waste bins (2)
Notices for entrance hall door, ramp room and kitchen

General

Judges details, including display frames
Clipboards
Pens, scissors, penknife, drafting tape, 'bluetack', string; drawing, safety and Map pins
Notices for Entry Stewards, Check in/Help desk, parking restrictions and upstairs displays

Treasurer

Schedule of floats for Entries, plant sales, café, admission, raffle and exhibit sales (4).
Floats (9).

NB. All money taken to be returned to him with a note of the total.

Cheque book
Expense claim forms.

NB. Claims to be supported by receipts where possible and 'Delivery docket' signed to acknowledge payment. Payment to be made after the event.

D Spencer
9/8/13