

EDGORTH & DISTRICT HORTICULTURAL SOCIETY – ANNUAL SHOW

Tidy up requirements after Show

Much of the work carried out immediately after the Show is straightforward as Committee members have done it many times before with help from volunteers but there are always issues which may change and uncertainty on what happens to some items.

This document is really a check list which sets out the key items.

a) Saturday afternoon – 5.00pm. to 6.00pm.

Plant Stall & Gazebo – priority item - Dealt with separately in Plant Stall procedure.

Prize Cards – Give unclaimed cards to Show Secretary for people to claim.

Class Cards/Descriptions – Collect and sort into numerical order, with descriptions, and give to Show Secretary. John King to keep until next Show.

Class divider sticks and any other bits & pieces – Give to Show Secretary. To be replaced in the Society Show cupboard.

Internal Notices (including those on the entrance doors) – Take down carefully and hand to Show Secretary to keep/re-new for next Show.

A4 Plastic Display stands – Give to Show Secretary. To be replaced in the Society Show cupboard. Return any borrowed ones to whoever loaned them.

Judges Badges – Relevant Steward to collect before they leave and return to Stewards Rosettes and badge box.

Stewards Rosettes and Badges – Relevant Steward to collect from volunteers and return, with their own, to the Show Secretary to go into a box and be replaced in the Society Show cupboard.

NB. The Show Secretary will be based in the ‘Ramp’ room (The Barlow café) to deal with unclaimed prize cards and receive above-mentioned items.

Vases – Remove excess water and place vases in black bin bags. Committee members to take them home, wash & dry the vases, and return to The Barlow at the September meeting and put away in Society Show cupboard.

White plastic sheets in Hall – Wipe down and dry thoroughly with towels or cotton cloths (provided) and leave to dry overnight.

Tablecloths – Cookery/Handicrafts/Cups/Raffle – Lead Steward to fold up, take home, wash/dry/iron (as necessary) and re-place in plastic bags with contents list visible. Return to The Barlow at the September meeting and put away in Society Show cupboard.

Stage – Carefully fold up black cloths (keeping them off the floor) and re-pack into separate bags for backcloths and tablecloths (each cloth is tagged with a card). Include clearly visible card showing content. Replace in the Society Show cupboard

Basement – return round tables to Office

b) Sunday morning – 9.00am. – 11.00 am.

Stage - Dismantle wooden frames for black cloths and store in Society Show cupboard

White plastic sheets in Hall - Roll up with location visible on outside of roll. Replace in the Society Show cupboard.

Ramp room – Sweep/mop and return tables /chairs to café layout as shown on photographs. Return water butt (empty) to Phil Broughton for storage.

Library - Re-arrange table layout in Library to previous positions as shown on photographs and re-position chairs. Return any chairs from temporary storage in the IT room.

Snooker room – Dismantle Photograph system, re-pack and return to Society Show cupboard.

Re-position benches, Return long tables to IT room, remove boards covering Snooker table and return to original location, dismantle Art screens and take down to entrance Hall. Show Secretary to return to Harwood Art Group.

Lift Area - Return tables to original positions as identified by luggage labels fixed underneath them.

Hall (including Stage) - Gather together all loaned tables and store in Café to be collected by George Bentley at 8.30am on Monday.

Return tables to original positions as identified by luggage labels fixed underneath them.

Bring all chairs back up from basement in lift and stack at rear of Hall as indicated on instructions on rear wall.

Basement – return any remaining tables to original positions as identified by luggage labels fixed underneath them.

Check list of rooms: Hall, Library, Snooker room, Upstairs landing, Office, Card writing room.

Check to make sure that everything is as it was.

Sweep up.

External Signs/banners – Each to be taken down asap by whoever erected them and returned to Barbara Kenny for storage by PPP.

D Spencer

15/8/13