

## Artistic Design Chair- Job Description

9/2021

The Chair is responsible for preparing a design schedule for the monthly meetings, allowing members to choose a design to create or a horticultural exhibit. (There may be a separate Horticulture Chair appointed) A compiled list is to be given to the yearbook chair by July 15. The chair is also responsible for securing judges for the year.

### Responsibilities:

- Provide exhibitors with any information they will need to prepare a design, including the most current instructions from the "Handbook for Flower Shows"; notify each that her exhibit must be in place  $\frac{1}{2}$  hour before the meeting. Also, provide each with information regarding what additional items may be needed for the presentation of her exhibit.
- Chair is responsible for the pedestals, backdrops, cloth coverings (the club has two beige cloths that can be used on tables) easels, horticulture and artistic design entry cards and ribbons.
- Secure judges from a list provided by the previous chair or from a listing that the Federated Garden Club of CT provides. Also, purchase a small gift for the judges. Contact the treasurer for a voucher form and return with your Receipt for reimbursement for the gift.
- Once every 3 years, the Guilford Garden Club is in charge of Design at the Tri-Meeting- Garden Club of Madison, the Guilford Garden Club and Leete's Island Garden Club. (Design, Hospitality and Program will be alternating.) Every other year, the Guilford Garden Club is in charge of Design at the joint meeting with Leete's Island Garden Club. (Program is arranged by the other club and each is in charge of Hospitality) Contact the president for our club design responsibilities.
- Chair meets with the Valentine's Day Tea Chair to discuss the general theme, linens, for color/design of the flowers for the Valentine's Day Tea. A class may be arranged by the chair to work on conforming centerpieces.