

OGG Away Show Check-list

Prior to set-up:

- 1) Determine drop-off/pick-up site and times.
- 2) Request plants from membership (set a deadline for submitting plant names) by sending an email with instructions of drop-off / pick-sites, time for drop offs and when the members plant lists need to be sent to show set up person.
- 3) Prepare a registration spreadsheet.
- 4) Pick up supplies from the OGG locker, inventory, and purchase any needed supplies.
- 5) Make plant labels, as needed (the Away Show Chair has the label maker and supplies to make attractive legible labels; 2-part paper registration labels may be removed from the exhibit after judging; electronically printed registration labels usually remain on the plants).
- 6) Plan a theme, pick out props/foilage plants (see resources listed below for guidance on how to set up a winning exhibit).
- 7) Pick up members' plants the night before or morning of set-up at predetermined sites.
- 8) Update the registration spreadsheet; send to the show chair in advance of the show (show chair is the contact for the exhibit if you are not there).

Day of set-up:

- 1) Final inventory of plants and revise registration spreadsheet as needed.
- 2) Fill out any missing paper registration slips if needed (DON'T FORGET TO REGISTER THE EXHIBIT!).
- 3) Turn in plant and exhibit registration, and while waiting for plant slips:
- 4) Sort plants by color and choose a focal point plant(s).
- 5) Set up stands, tables, backdrops, lights and drape the stand and backdrop.
- 6) Match up and attach black plant labels (if used) and registration slips to plants.
- 7) Arrange the plants.
- 8) Drape individual pots.
- 9) Add props and foliage plants and any additional draping to finish the display.
- 10) Direct lighting to highlight plants, if used.
- 11) Photograph the finished display.
- 12) Pack up and store any plant boxes, supplies (under exhibit) or take them with you.
- 13) If no OGG members will be at the show on Saturday, discuss any trophy disposition with the Show Chair to be picked up at Sunday tear-down.

Tear down:

- 1) Photograph the display with any awards and ribbons in place (photograph individual plants with ribbons in place, as needed to document ribbons).
- 2) Record ribbons and awards on the registration spreadsheet at least by hand (do by computer later).
- 3) Retrieve plant boxes and supply carriers.
- 4) Remove plants and organize by owner, leaving ribbons and awards in place.
- 5) Box up plants.
- 6) Retrieve drapes, organizing them to store by size and separating any that need washing.

- 7) Take down stands and support structure, lights, etc. and pack.
- 8) Return plant boxes to pick up site.
- 9) On return, record ribbons and awards in the registration spreadsheet, and send it, along with exhibit photo, to the members who sent plants, Newsletter Editor, and Away Show Chair. Request that the members cross check their plants' ribbons with the spreadsheet record.
- 10) Wash soiled drapes as needed, return supplies to storage, and inform the Away Show Chair and/or next show exhibitors of any supplies that need to be replenished.

Resources:

Judges guidelines for judging exhibits:

From the AOS Judges' Forum-

http://www.aos.org/AOS/media/Content-Images/PDFs/Judges%20Forum/Soule_Lee_JudgingOrchidShowExhibits_word_.pdf

From the AOS Webinars (need to be an AOS member to watch this webinar on judging exhibits)-

<http://www.aos.org/all-about-orchids/webinars/judging/judging-exhibits.aspx>

From the AOS Judges Handbook, see Sections 7.3.3-7.4 by downloading the pdf at:

<http://www.aos.org/orchid-awards-judging/judging-handbook.aspx>

Excerpt from the AOS Judges Handbook: Point Scale for AOS Awards--

This point scale is used for judging exhibits for the AOS Show Trophy and Show Trophy Certificate (paragraphs 6.3.2 and 6.3.3) and for the Gold and Silver Certificates for Groups, Collections or Cut Flower Exhibits (paragraph 6.3.1). For additional information, see paragraph 7.4 Principles of Design.

<i>General arrangement (Design)</i>	<i>35</i>
<i>Balance</i>	
<i>Contrast</i>	
<i>Dominance</i>	
<i>Proportion</i>	
<i>Rhythm Scale</i>	
<i>Quality of flowers</i>	<i>35</i>
<i>Variety</i>	<i>20</i>
<i>Labeling</i>	<i>10</i>
<i>Total Points</i>	<i>100</i>

From OGG's Newsletter, Orchid Growers' Guild, January 2015, see pages 5-6 in:

<http://nebula.wsimg.com/27e646a3a416522aa6580c9458b641ca?AccessKeyId=19DACAF7187D18F26652&disposition=0&alloworigin=1>

Example of instructions to be sent to members sending plants for shows – Authors: Sue Reed, Lorraine Snyder, Keith Nelson

Getting plants ready for Away Orchid Shows!

It is time to start getting your plants ready for the AOS judged shows

- Stake your spikes as soon as they are long enough to use a support stake. This is important to make sure that the presentation of the flowers is optimal and that the spike won't break off. Keep the plant in the same orientation to keep the spike growing straight.
- Clean the leaves and cut off any brown leaves or tips of leaves. Lemon juice takes off the white water spots that can form on leaves.
- Check and spray for insects, clean with rubbing alcohol.
- If the plant label is large and won't be easily hidden, make a new smaller tag to keep with the plant for exhibitions.
- Label all pots with your name and put your name on your plant tag (address labels work great.)
- For the AOS judged show, please send a listing of all of your plants to (*Here you list the away show contact person for exhibit set up.*)
- If the registration is or is not done on computer, send your list within your email with the class for your plants registration with full plant name and parents. (if registration is not computerized and if you have the yellow double copy registration tags, please fill them out for your plants.)
- Registration requires the complete name of your plant, the parents, if it is a hybrid, and the judging class.
- If trouble with plant registration, please use the resources found at the Mid-America Orchid Congress (<http://www.midamericanorchids.org/judging/>)
 - Orchid Classification: will tell you the class(s) for your orchid depending if it is a hybrid or a species.
 - Intergeneric Cross Reference: will help you identify the genera used to make your plants cross.
 - MAOC show schedule: is the document that lists all classes and is the basis for the Orchid Quest Show book. But OQ has some minor class omissions.
 - Use the MidAmerica Orchid Congress Show book to find your class. There are minor differences from the MAOC and the Milwaukee show. Please read the beginning of the show book for it explains some of the classes with aids to help you decide upon the correct class for your plant.
 - Google is a good resource to get information about your plant.
- Label all materials that you bring for your plants. Label which plants go into each box, i.e. Keith Nelson - three Phals. Keith Nelson - one Dendrobium. There are 2, 3 or 4 boxes from one person, plus plants and a lot of packing material it REALLY helps to know which boxes the plants go back into.
- Remember that we will be working with a number of different plants and some the same name, so please help us ID your plant with good labeling.
- Make sure that your plant is stable in the pot. If not use a larger pot for stability. If the plant needs to be hung or set up on a pedestal, then please bring what is needed to display your plant.
- Make sure your plant is well watered, for we will not be watering the plants in the exhibit and the Domes can get pretty warm.
- All plants for the exhibit need to be delivered to the predetermined drop off sites (*which should be listed here if copying this information*).
- Plants need to be picked up at the drop-off location on Monday.

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Good luck with your plants and Thank you for sending your plants. We need to support other groups by doing exhibits at their shows.

NOTE: (Drop off/pick up will be at site where you dropped off your plants)