

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>