

Show Secretary: Guidance notes for Spring and Autumn Shows

1. Before show

1. Set show date and book Tewin Memorial Hall

Spring show on a Saturday in April. (Avoid Easter weekend).

Autumn show on a Saturday in September.

Book hall with caretaker (see *Show material/Contacts*) ensuring she knows it's a *THACS* event. Bill will then go to Malcolm (Hon Treasurer) for payment.

Hall has been booked for 2022 shows on the following dates: -

- Spring Show 2022 Saturday 09/04/2022
- Autumn show 2022 Saturday 24/09/2022.

The Autumn Show 2022 was the last one with Ray Keppler as Show Secretary. With no successor as Show Secretary and doubts about the future of THACS, no dates have been set for any more shows.

2. Prepare show schedule

The show schedule (including the rules and entry form) need to be produced first because they determine the contents of the other documents.

The Spring Show schedule is published in February.

The Autumn Show schedule is published in July.

The schedules should be produced by the Show Secretary. To help with this task, records are maintained (by the Show Secretary) of the categories specified in each class for previous shows (see *Show material/Schedules/Record of categories*).

Further help is available as follows:-

- 1) **Flower arranging.** Joyce Furssedonn.
- 2) **Horticulture.** Ray Keppler.
- 3) **Arts & Crafts.** Terry Brand & Hilary Tipping.
- 4) **Photography.** The photographic categories for the next year are usually determined by Terry Brand in time for publication in December (to give members sufficient notice).
- 5) **Culinary.** Hilary Tipping
- 6) **Children.** Lynne (Schools Liaison Co-ordinator).

Once the text for the schedule, rules and entry form has been produced, the file should be reviewed and finalised. Once it has been finalised, the WORD version can be used to produce a PDF version for printing and posting on the THACS web page.

For examples of schedules, see *Show material/Schedules*.

3. Publish advert and show schedule

An appropriate advert should be produced in the form of brief text. For examples, see *Show material/Pre-show reports*.

The advert and WORD version of the show schedule should be passed to Malcolm (Website Co-ordinator) for inclusion on the *THACS* web page. Once it is posted on the website, Ray will email the advert, website link and the PDF version to members.

The PDF versions of the show schedule should also go to Kallkwik for printing. The show schedule should be printed double-sided and stapled in the top left corner. About 40 paper copies need to be produced and given to Ray, some to be marked-up and sent to the judges and the rest to be made available at Tewin Stores. Extra entry forms should also be printed and made available at the shop.

To make it easier for the school and other children's groups, a separate children's show programme should be produced, just covering the children's classes and the rules (if Lynne deems it necessary). Get about 30 of these printed and passed to Lynne, with the same number of entry forms.

4. Book and liaise with judges

Judges should be contacted early to ensure that they are willing and available to judge at the show. This could even be done before the show schedule is finalised. It's best to contact them first by 'phone or email and then – if they agree to be a judge - follow-up with a letter, such as the one in *Show material/Judges/Initial letter to judges*. Once the Show Schedule has been finalised, a copy of it should be sent to each judge, with a clear indication of which classes we'd like them to judge for us.

All existing judges have been issued with our *Guidance Notes for Judges* (see *Show material/Judges/Guidance Notes for Judges* either version 1 15/08/18 or version 2 04/03/19). The *Guidance Notes for Judges* need to be issued to any new judges.

For judges' names and contact details, see *Show material/Judges/Judges contact details v17*.

5. Prepare risk assessment

Each show should have its own Risk Assessment, following the emerging THACS Risk Management Policy. The Risk Assessment should be produced and reviewed before each show, early enough to be able to implement any resulting actions.

6. Liaise with Publicity Organiser about posters

Terry (Publicity Organiser) will design A3 and A4 colour posters, get them printed and laminated and arrange for them to be erected before the show and removed afterwards.

7. Prepare notice of prizes and judges

The information about the prizes and the judges is not included in the Show Schedule, so it is displayed at the show on A3 notices. Need 3 copies.

For examples of notice of prizes and judges, see *Show material/Programmes*.

[We used to produce show programmes but they were under-used and discontinued in 2018.]

8. Prepare forms for exhibitors list and category sheets

The form for Exhibitors List is used to record the names of all of the exhibitors and their corresponding allocated exhibitor number. For examples of exhibitors list, see *Show material/Exhibitors list*.

One Category Sheet needs to be prepared for each show category / division. They will be used to record the names and exhibitor's numbers of everyone submitting entries for the category shown in the title of the form. For examples of category sheets, see *Show material/Category sheets*.

9. Prepare show labels and signs

Show labels are needed to designate where exhibitors should display their entries in the hall, so a label is needed for each class and category. They are printed onto good quality A4 sheets (90 or 100 gsm) and then cut up by hand. For examples of show labels, see *Show material/Show labels*.

Signs for the show need to be made for the benefit of visitors. Some of these help them find their way around the show (*Refreshments, Photography - this way*) and others show options and prices for the refreshments. These signs are usually printed in black & white on A4 sheets and are not laminated.

Some signs need to go outside. These have been laminated to make them more weather-proof. One goes on the outside of the double doors at the back of the hall, directing exhibitors arriving in the car park to enter the hall via the kitchen side door. (This is to prevent opening the double doors, which would create a through-draught which could blow flower vases over). Another laminated sign shows "Exhibitors Entrance" and is fixed to the inside of the kitchen side door (which should be open and hook back). There is also a laminated sign "No public entry before 2pm", which goes on the outside of the front door.

10. Ensure an adequate supply of show consumables by checking stocks and purchasing any as necessary

Item	Holder	Source	Current stock levels	Comments
Show cards	Show Secretary	KallKwik	Low	Had 3,000 new THACS show cards printed for Spring Show 2018.
Wide elastic bands	Show Secretary	???	Low	Used to group show cards together.
Paper clips	Show Secretary	WH Smith	Two boxes of 200	Used for children's art & show cards.
Position stickers for show cards*	Show Secretary	KallKwik	1 st > 500 2 nd > 700 3 rd > 750 HC > 750	Had new position stickers made in 2017. 1,000 stickers for each position.
Certificates for winners	Show Secretary	Terry & KallKwik	Medium	THACS certificates were introduced in 2015, with 100 printed of each of two designs.
Rosettes for 2 nd and 3 rd places	Show Secretary	Terry	Low (about 5 of each)	
Rolls of lining paper	Show Secretary	B&Q	One complete and two partial 40m rolls.	Used to cover the tables.
Table clips	Show Secretary	???	Enough.	Used for fixing lining paper to tables. (Previously used white masking tape.)
Narrow blue masking tape	Show Secretary	B&Q?	Two partial rolls.	Used for separating table space for adjacent categories.
Velcro corners	Terry	???	???	
Drawing pins	Show Secretary	WH Smith	Three boxes	
Bluetack	Show Secretary	WH Smith	Two packs & odd bits	.
Paper plates	Show Secretary	????	High	Used for some of the sale items.
Carrier bags	Show Secretary	Collect from shops	Low	Used for sale items.
Thank-you cards & envelopes	Show Secretary	Terry	7	Used to thank judges.

* Need to allow 100 position stickers of each position for each show.

All purchases should be made directly and the expenses claimed back from Malcolm (Hon Treasurer).

11. Collect cups and trophies from previous year's winners

All of the cups and trophies are awarded annually, so the previous winners should return them before the next Spring or Autumn show. However, this usually means contacting every cup / trophy holder some time before the show and arranging the collection or delivery of the cup / trophy. The names of the winners were published in the newsletters and, if they are *THACS* members, their contact details will be in the membership spreadsheet kept by Malcolm (Membership Administrator). However, you may need to refer to show entry forms to get the contact details of previous year's winners who are not *THACS* members. (The entry forms are stored and kept amongst the show material for at least one year).

At the Autumn Show, the RHS Banksian Medal is awarded to the person with the largest total of points in Flowers, Vegetables & Fruit combined (except that the winners in the previous two years are excluded). This medal is kept by the winner, along with the associated certificate (duly completed and signed). The medal and certificate need to be obtained each year from the RHS and the application is now part of the form used for renewing our RHS affiliation and insurance.

The RHS will get the medal engraved before despatch and it will read:-

“AWARDED BY
TEWIN HORT ARTS
& CRAFTS SOCIETY
2022”

The RHS do not charge us for the medal, certificate or engraving since we are an affiliated society.

For information about the donators and possible presenters, see *Show material/Cups and Trophies /THACS Trophy Donators*.

12. Liaise with Treasurer about their preparation for the show

Prompt Treasurer to have cash floats available for Refreshments (£25) and Sale of Produce (£20). The cash float for the Sale of Produce needs to contain plenty of small denomination coins.

13. Purchase and allocate other prizes as required

These are just needed for the children. The purchase and allocation should be done by Lynne (Schools Liaison Co-ordinator). The prizes should be branded with an embossed *THACS* circular sticker wherever practical.

14. Arrange for appropriate people to present prizes

For information about the donors and possible prize presenters, see *Show material/Cups and Trophies /THACS Trophy Donators*. In the absence of a presenter acting on behalf of the donors, the THACS Chairman will present the prize.

(We have not had any guest presenters at the shows since before the Covid-19 pandemic.)

15. Allocate stewards for all of the judges

Stewards should be allocated to ensure that they are not working with judges that are adjudicating categories that the steward has entered. This ensures that there is no conflict of interest.

All new stewards should be briefed before the show, to ensure that they understand what the role entails.

16. Allocate a door keeper

The door keeper needs to welcome visitors and give the guidance about the layout of the show if necessary. They should also have a supply of THACS membership application forms and information about future events.

Most recent door keeper was Joanne Allen in Spring 2018 and previous door keepers were Malcolm Allen and Peter Burleigh. There was no door keeper for any shows since Spring 2018.

17. Allocate a photographer to take pictures of the exhibits and prize winners

Byron Sinfield has been taking photographs of the prizegiving in Spring 2022, but reluctantly. Jim Hall kindly did it in Autumn 202, with mixed results

18. Allocate a cashier for the sale of produce

This is usually Malcolm Allen.

19. Allocate an assistant to help with the sale of produce

This is usually Alice Greenwood.

20. Allocate porters to collect donated entries for the sale of produce

Most of the donated entries are from the horticultural or culinary classes, so it is worthwhile to allocate at least one porter for each of these classes.

21. Prepare judges record sheets, scoring sheets and the results sheet

One Judges' Record Sheet needs to be prepared for each judge. They show the class to be judged and the names of the judge and steward. The forms have one line per category / division, with space for the steward to record the exhibitor numbers of those awarded first, second, third and Highly Commended in each category, once the judge has adjudicated. They will be completed by the stewards as the judges made their decisions.

Scoring sheets are used to consolidate scores in those classes where several judges have been involved, such as Arts & Crafts.

The Results Sheet is used by the Show Secretary to record the winners as the judges' record sheets are processed. It is a convenient summary of the results and can be used for the completion of the certificates, notes for prize-giving and the production of post-show reports.

For examples of judges' record sheets, scoring sheets and a result sheet, see *Show material/Judges record sheets*.

22. Prepare publicity of subsequent events

The Shows present a good opportunity to advertise forthcoming events. The Show Secretary should decide which events to advertise in conjunction with the committee. Information about these events should be made available at the door (by Ray) and this should be supported with poster in the hall (from Terry) if appropriate.

23. Liaise with Catering Organiser about catering for judges' lunches and visitors' refreshments

Lynne (Catering Organiser) usually facilitates this by asking Linda Crawford to deal with the catering. Linda will organise food donations for the judges' lunches and arrange for table preparation, serving, clearing etc. She will also organise cake donations, supplies and servers for the afternoon refreshments.

24. Write out the certificates

Write out the certificates so that they are ready to just add the winner's name and chairman's signature at the show. Since Autumn 2013, this has been done by Terry Brand, using his calligraphy skills. For a sample specification of the wording, see *Show material/Cups and Trophies /Spring Show Certificates 2019* and *Autumn Show Certificates 2019*

25. Receive and check all entries and complete the exhibitors list

All entry forms should be checked on receipt, to ensure that they are legible and are accompanied by the correct amount of money (cash or cheque)*. Contact the exhibitor if clarification is required.

Exhibitors should be allocated an exhibitor number and the numbers and names recorded on the exhibitors list. Be careful about duplicates, especially children who sometime enter via both school and home. The exhibitor number should also be written onto the entry form (usually in top right-hand corner).

All entry monies should be passed to Malcolm (Hon Treasurer)*.

* We suspended entry fees for the Autumn 2021 show and kept free entry for both shows in 2022.

26. Complete category sheets and prepare show cards for every entry

Every entry needs to be recorded onto the appropriate category sheet, using exhibitor number and name. Every entry needs to have a show card completed (both sides) showing class, category number and title, exhibitor number and exhibitor name. Once completed, the show cards need to be grouped for each exhibitor (using elastic bands or paper clips) and these groups of cards ordered by exhibitor surname, ready for distribution to the exhibitors at the show.

This is a substantial task and it should not be left until too near the show. It is necessary to start with early entries (say 10 days before the show) and to continue to do some more as new entries arrive, leaving the remaining show cards for completion by a work group (usually of four people on the Tuesday morning and Thursday afternoon before the show).

27. Count the number of exhibits for every category

The completed category sheets will give the number of exhibits in each category. Use this information to record that number by each category on a printed Show Schedule, together with the totals for each class. Then duplicate this marked schedule (say six copies) for use as a spacing guide during the setting-up of the hall.

28. Organise transportation of show accessories to and from the show

There are numerous show accessories kept by various people and they need to be transported to and from each show.

Show accessory	Keeper	Comment
Roll of honour book	Terry	
Picture hooks	Terry	
Green felt cloths	Show Secretary	Used for table of trophies and some art & craft displays.
Flower vases	Show Secretary	
Fuchsia tubes and stands	Show Secretary	Used for Pansies in Spring and Fuchsias in Autumn
THACS Mascot	Show Secretary	
Scissors	Show Secretary	Useful to take 2 or 3 pairs
Pens	Show Secretary	Useful to have several spares
Scales	Show Secretary	Needed for vegetables & fruit in Autumn
Tape measure	Show Secretary	
Clip boards	Show Secretary	Used by Judges Stewards
Table clips	Show Secretary	

29. Organise help setting the hall up with tables, chairs, display boards and audio equipment.

The Show Secretary needs to check with Jane (Caretaker) that we can have access to the hall on Friday afternoon or evening on the eve of the show. Once an access time has been agreed, helpers can usually be secured by email to committee members, plus word of mouth.

30. Set up for the Show

Take the marked-up copies of the show schedule (see 27 above) and give one to each helper. During the set-up, they can be guided by that information of the number of entries for each category. This will help to determine the amount of table and display board space required. Once the set-up has been done, lay out the show labels in the right place and order, making a provisional assessment of the amount of space needed for the entries in each category.

The signs and THACS public liability insurance certificate should also be secured in the appropriate locations.

2. On day of show

1. Ensure that risk management measures have been implemented

Check the risk assessment sheet and ensure that all of the associated risk management measures have been implemented.

2. Provide exhibitors with their show cards

The exhibitors should be encouraged to mark their show cards to answer the question “To be sold for charity?” (front, bottom) and to place the cards the correct way up on the show tables (not showing exhibitors’ name!).

Stewards should be prompted to check the display of the appropriate entries and ensure that the category labelling, spacing and lay-out are correct and that the show cards are the correct way up and are clearly associated with the corresponding exhibit.

3. Welcome the judges as they arrive

Welcome the judges when they arrive, introduce them to their steward, offer them a cup of coffee or tea, and generally make sure they have everything they need.

4. Issue the judges’ record sheets to the stewards

Issue each show steward with the appropriate judges’ record sheet and introduce them to the judge if necessary.

5. Set up the public address system

The Caretaker, Jane, knows where the microphone is kept and has the corresponding key.

6. Collect completed judges’ record sheets

The judges’ record sheets should be completed by the stewards and provided to the Show Secretary

7. Complete entry cards with position stickers, all turned up the right way on completion

This should be done by the stewards as soon as their judge has finished. They’ll need the completed judges’ record sheet and a supply of 1st, 2nd, 3rd and HC (Highly Commended) stickers. This task needs to be completed and the judges’ record sheets handed to the Show Secretary before lunch, to give enough time for scoring and prize allocation.

8. Total points for each entrant in all classes after judging and allocate prizes

This is normally done on stage (behind closed curtains) by the Show Secretary (Ray) & Terry. The process involves grouping the judges’ sheets under each class (corresponding to prizes) and then working through them, converting places into points (4 for first, 3 for second, 2 for third and 1 for HC). This gives the points for each exhibitor and allows the exhibitors to be ranked by score for each possible prize. If there is a tie on points, then the number of first places is taken into account. If there is still a tie, then the number of second places is taken into account etc. The results can then be summarised onto the results sheet, ready for prize-giving. Once this has been

done, then the prize certificates can be completed by Terry and then the certificates and prize monies positioned ready for the prize giving.

9. Announce the winners and ensure that prizes are presented and photographs taken

This involves three people: - Chairman & Show Secretary (Ray), Announcer (Malcolm) and Schools Liaison Co-ordinator (Lynne).

We tried an experiment at the Autumn Show 2013, by presenting the children's prizes first. This gives more prominence to the children and hopefully more motivation and encouragement. We also did it in an effort to keep more adults in the hall for the auction, having previously noticed that some adults left during the children's prize giving. It seemed to have worked, so we agreed to adopt this approach.

The Chairman (Ray) should call to order, make any necessary announcements (including a reminder that the sale of produce will take place immediately after the prize-giving) and then hand-over to the Announcer (Malcolm). If a guest presenter is to present a prize, then Malcolm should announce that and invite that presenter to come forward at the appropriate time. Then Malcolm should announce the winners in turn and invite them forward to receive their prizes. Lynne should select the corresponding prizes and pass them to whoever is presenting them. The presenter presents the prizes to the winner and they both pose for the Photographer to take pictures.

10. Announce and facilitate the sale of produce

As soon as the prize-giving is finished, announce the start of the sale of produce and hand-over to the cashier and assistant. The porters should collect up all exhibits not wanted by exhibitors and take them to the sale table.

The cashier should already have the cash float and be on hand to collect the monies from those buying at the sale.

11. Ensure that the takings are collected

Prompt Treasurer to collect the takings from Refreshments and Sale of Produce.

12. Ensure that everything is put away straight after the event and all rubbish is removed

Everybody usually helps with clearing up.

Need to provide bin bags for this and remove them when full.

13. Ensure that unused show consumables and show accessories are removed and stored

See items 1.10 and 1.28 above in *1 Before the Show*.

3. After show

1. Produce a report promptly after the show.

For examples of such reports, see *Show material/Post-show reports*. Write a full report (including the full table of results) and send it to Malcolm (Website Co-ordinator) for posting on to the *THACS* web page. Produce a shorter version of the report (without the full table of results) for emailing to members and for publication in the *Tewin Magazine*.

Collect all available photographs of the show and use them to make a Flickr album, for posting with the full report on the *THACS* web page.

2. Thank all of the helpers

- 1) Judges:- Ask Terry to print-off the required number of his *THACS* 'thank you' cards. Use them to write a personal 'thank you' to all the judges, which they seem to appreciate.
- 2) The committee, for all their help, usually by email, but see 3).
- 3) The stewards; again, usually by email.
- 4) Anyone else who has helped during the show outside the committee, with setting up, clearing away, providing cakes and teas, or washing up, can be thanked by email, or else make sure they are thanked when writing the reports for the shows.

3. Organise the engraving of the trophy with winners' names.

Two trophies will need to be retrieved from the winner (at or after the show) and engraved with the winner's name and the year:-

- 1) Shire Park Bowling Club President's Shield, awarded for horticulture at the Autumn show.
- 2) Merv Wilson Memorial Cup for Photography, awarded for Photography at the Autumn show.

Once the engraving has been done and checked, the trophies should be returned to the winners. For contact details of the engraver used recently, see *Show material/Contacts*.

4. Ensure that a financial report is produced

Prompt Malcolm (Treasurer) to produce a financial statement about the show, showing all income (entry fees, refreshments and auction) and expenses. The report should be distributed to all committee members.

5. Produce a report on the size of the show

The Show Secretary should produce a report about the size of the show, showing numbers of exhibitors and exhibits (adults, children and total). The number of exhibits should also be shown in each class. Show corresponding numbers from the same show last year. Distribute the report to the committee for discussion at the post-show review.

For examples of such reports, see *Show material/Post-show reports*.

6. Solicit and collect comments, feedback and suggestions

Committee members and stewards should listen out for these during the show and then report them to the Show Secretary via email. The Show Secretary should collect and collate these for discussion at the post-show review.

7. Facilitate post-show review during committee meeting

Ensure that the post-show review is included in the agenda for the next committee meeting. At the meeting, present the feedback, seek opinions and ensure that Tina (Secretary) records any resulting agreement and action in the minutes.

8. Make a list of the trophy holders

Make a list of the trophy holders, showing the name of each award, the corresponding show class and the name and contact details of the winners. This will be needed before the corresponding show next year, when the trophies have to be collected.

For examples of such reports, see *Show material/Post-show reports*.

9. Update the table of show consumables

Take stock of all of the show consumables (see section 1.9 above) and update the record. Decide what needs to be obtained before the next show and ensure that it is obtained in time.

10. Update records of categories in each class

Records are maintained (by the Show Secretary) of the categories specified in each class for previous shows (see *Show material/Schedules/Record of categories*). These records are useful when preparing new show schedules (see 1.2 above).

11. Update the guidance notes if necessary.

If the feedback and / or experience requires changes to the show secretary's procedure, then capture these by updating the guidance notes.