

## **Captain's responsibilities for Hort Shows:**

### **At least one week prior to the show:**

- Familiarize yourself with the event schedule. Read general rules and the horticulture rules. Also familiarize yourself with the job descriptions for the members working the show. This will help prepare you for answering questions and communicating with the passers, runners, clerks and placers to assure a smooth running and successful show.
- Contact the show's staff of workers to assure their presence at the show and to verify they have read and understood their job responsibilities as set forth on the website.
- Consult with the Hort Chairs about what size show to expect and decide how many tables, risers, cloths, extra Perrier bottles of various sizes, etc. will be needed.
- Set up a meeting at the show's venue and consult with the hostess or director, if it is not in a home, to evaluate the space and plan for the set up.
- Make the arrangements (by calling Laurie Emde 609-924-4646 ext. 123) for picking up the tables, five risers/shelves and green Perrier bottles the day before the show from our storage shed at D & R Greenway and delivering them to the show location. Tablecloths are stored in a room at the D & R Greenway main building (1<sup>st</sup> floor).

### **Setting up the show the day before:** (Note: Hort Chairs will also be present to provide oversight and assistance.)

- Set up tables for entries.
- Obtain reference books, entry forms, ribbons, class signs, green pens, moss, books, etc. from Hort Chair, Louisa Clayton.
- Set up tables for passing, reference books, and entry forms. Put cloths in place.
- Set up: ribbons, class signs, enlarged schedule, entry cards, pens, extra bottles, moss for wedging, books, etc. Let a Hort Chair know if any items are missing.

### **During the show entry period:**

- Greet members with show entries. Be aware of the importance of being tactful, patient and kind to the exhibitors.
- Answer exhibitors' questions after conferring, if necessary, with the Hort Chairs or members of the passing team.
- Run errands.

**During the judging:**

- Establish who will remain on site (Captain or Hort Chair) in case the judges have questions about the schedule, etc.

**Dismantling the show:** (Note: Hort Chairs will also be present to provide oversight and assistance.)

- Take down tables and cloths after show. Inspect for stains and, if any are discovered, bring them to the attention of a Hort Chair.
- Return bottles, moss, green pens, entry cards, grooming items, blank entry cards, reference books and ribbons to a Hort Chair.
- Clean up show location.
- Arrange for and supervise the return of the tables and shelves to the D&R Greenway storage shed. Make certain table tops are stored flat to avoid warping. Return the tablecloths to Sophie for storage inside her home.

Report to the Hort Chairs the results of your day and noting any issues of concern and comments of the judges to improve future shows.