

CHECKLIST FOR HOSTING THE APS CONVENTION

American Peony Society
2019



PREFACE

This document is intended to help the designated American Peony Society Show Chair plan for the annual convention which includes the associated peony specimen exhibition. It is a supplement to the *Handbook for Hosting an APS Convention and Peony Exhibition*, which contains the details for all planning aspects of the convention. Each convention will have some unique events but the general flow will be the same for each annual date.

These checklists should be regarded as a resource material to assist in planning. They are not meant to be hard fast rules but have flexibility to adapt to current needs and schedule. Please use the checklist as a quick, handy general reference for what is needed to be done along the timeline for planning and directing the various committee members. It can be a very useful guide to help the Show Chair improve the convention goer experience and make for a successful convention in the end.

The Convention and Exhibition

The American Peony Society Convention (APS) not only allows for education of society members and the general public but serves as a multifaceted event for fulfilling the bylaw requirements for an annual general meeting and allows a gathering of members to share peony knowledge.

APS shows are scheduled well in advance. Specific show dates are important since they should be scheduled during typical peak blooming season on the North American continent. This will allow members from a maximum number of states and Canada to bring cut flowers to the exhibition and also to promote local commercial growers, public gardens and private gardens.

While its preferable to have an affiliated regional society assist in the planning and execution of the convention, it is not required. Local garden clubs, or National Garden Club affiliates may also be approached which will help garner interest in the genus peony. The convention is also planned for different locales from year to year.

The APS Convention Steering and Planning Committee proposes the event locale to the Board of Directors. After the APS Board of Directors has voted on a location and date, Convention Chair(s) are assigned for overseeing the convention in said location. The Convention Chair(s) may enlist committee chairs(s) as necessary who coordinate with the Convention Chair(s). There is a section in this document for committees and their duties.

The show and accompanying activities are usually held during a several days period including a weekend. When picking the date and locale, keep in mind the logistics of exhibitors bringing flowers to the exhibition. Exhibitors transport their flowers to the event and the longer they have to keep them before the exhibition prep time opens, the more stressful it is to get good flowers on the show floor. Much depends on storage facilities and handling. Seminar and exhibition dates should also be considered to allow maximum access by the viewing public.

TIMELINE FOR SCHEDULING AN APS CONVENTION

| | |
|------------------------------|---|
| 2 to 3 years in advance | <ul style="list-style-type: none"> • Pick location and dates See Addenda I for Guidelines |
| 1 to 2 years | <ul style="list-style-type: none"> • Convention Chair(s) selected • Designate hotel and/or meeting place • Tour locations selected • Budget is drafted • Pick Convention/Exhibition name |
| 1 year before convention | <ul style="list-style-type: none"> • Web site updated with date and location • Speakers invited • Commercial exhibitors invited • Registration dates and cancellation policy set |
| 1 year and up to the show | <ul style="list-style-type: none"> • Publicity determined, local and national • Hotel, bus, site and all other contracts finalized • Alternate plans due to cancellations or natural disasters |
| 9 months to just prior | <ul style="list-style-type: none"> • Exhibition Chair(s) has ribbons and all exhibition material ordered as needed • Printed materials and long lead time supplies ordered • All committee chairs have their plans finalized • Convention details finalized for web and promotion • Budget is finalized • Registration fee set (see details under <i>Finance Chair</i> section) |
| By December 31 of year prior | <ul style="list-style-type: none"> • Final convention schedule is ready for website, bulletin and email • Exhibition schedule ready for website, bulletin and email • Registration form ready for website, bulletin and email |
| 30 days prior to show | <ul style="list-style-type: none"> • Registration deadline website and email reminder |
| 10 days prior to show | <ul style="list-style-type: none"> • Auction solicitation completed, handouts and PPT • Event volunteers finalized • Judges and clerks finalized • Attendees have been well informed of the event and all relative information has been printed and ready for inclusion in registrant packet • firm up final details with hotel, caterers, etc. |
| 1 to 2 days prior | <ul style="list-style-type: none"> • Check with all Chairs that everything is ready. Make sure there are no issues at the hotel and tour sites. |

CHECKLISTS

Convention Chair(s) - Assign Chairs

| | | |
|-------------------------|--|--------------------------|
| 1 -2 years prior | Choose/appoint Committee Chairs (some positions can be combined) | |
| | Exhibition Chair(s) | <input type="checkbox"/> |
| | Hospitality Chair(s)..... | <input type="checkbox"/> |
| | Publicity Chair(s)..... | <input type="checkbox"/> |
| | Program / Speaker Chair(s)..... | <input type="checkbox"/> |
| | Registration and Finance Chair (APS Treasurer) | <input type="checkbox"/> |
| | Tour Chair(s)..... | <input type="checkbox"/> |
| | Auction Chair(s)..... | <input type="checkbox"/> |
| | Convention Schedule Chair(s)..... | <input type="checkbox"/> |

Convention Chair(s) - Convention Hotel and/or Exhibition Site Contracts

| | | |
|--|---|--------------------------|
| 2 to 3 years in advance | Choose show and meeting location. | <input type="checkbox"/> |
| 1-year prior hotel and exhibition | Sign contract with hotel and/or site hosts. There may be separate hotel and site contracts if exhibition is not at hotel. Before finalizing contracts, see Exhibition Chair(s) requirements and Venue Requirements in Addenda I | <input type="checkbox"/> |
| | Requirements Exhibition: | |
| | • See section under Exhibition Chair(s) for details | <input type="checkbox"/> |
| | • Obtain vendor space | <input type="checkbox"/> |
| | Requirements Hotel and/or Site: | |
| | • Meeting rooms (check for audio-visual needs) | <input type="checkbox"/> |
| | ○ Award of Landscape Merit (ALM) Committee | |
| | ○ Board of Directors (BOD) | |
| | ○ Commercial Members | |
| | ○ Exhibiting Peonies | |
| | ○ Exhibition Clerks and Judges Training | |
| | ○ Hybridizer's meeting | |
| | ○ Others as needed | |
| | • Seminar rooms equipped with audio-visual aids | <input type="checkbox"/> |
| | • Banquet room allowing space for auction items and awards display with audio-visual aids | <input type="checkbox"/> |
| | • Welcome dinner, BOD dinner, hospitality suite refreshments, seminar rooms water, exhibitor refreshments | <input type="checkbox"/> |
| | • Addition details at banquets, meals and dinners | |
| | ○ Menu (buffet or served) | |
| | ○ Serving times | |
| | ○ tables and chairs counts | |
| | ○ table covers | |
| | ○ extra tables for auction, checkout, silent auction | |
| | • Hospitality suite (preferable with mini-kitchen and rest room) | <input type="checkbox"/> |
| | • Hotel contract should contain contractual number required rooms | <input type="checkbox"/> |
| | • Establish designated hotel liaison to work with Convention Chair or APS president | <input type="checkbox"/> |

Convention Chair(s), Convention Schedule Chair(s), etc.

9 months to
just prior

- Welcome Packet
 - welcome letter
 - convention schedule of events
 - name badge
 - meal and/or tour bus tickets
 - tour maps
 - commercial growers' catalogs
 - local public gardens, garden centers, other local interests, etc.
 - pen, paper, toys and trinkets
- Signs (easels for signs)
 - hotel lobby (Peony Event)
 - seminars
 - exhibition
 - dinners
 - hospitality room
 - additional?
- Membership List and Convention Attendance List with their options
- Meeting Rooms (see Hotel Requirements and/or Site under Convention Chair(s))
 - Size based on attendance
 - number of tables and chairs
 - facilities
- Food Events (see Hotel Requirements and/or Site under Convention Chair(s))
 - Final counts at each food event
 - Welcome Dinner
 - table decorations
 - speaker
 - General Meeting Banquet
 - auction items table
 - checkout table
 - table decorations
 - audio visual and speaker's podium
 - agenda include speaker, awards presentation, annual meeting with BOD elections, presidents' message and other
 - Other food events
 - hospitality
 - exhibitors' treats during setup
 - bus refreshments
 - seminars (water at least)

Committee Details

Each committee chair will have a myriad of details to attend to. Full committee details are found in the *Handbook for Hosting an APS Convention and Peony Exhibition*. The Exhibition Chair is responsible for seeing that the chairmen of the various committees know what is involved in completing their job, and ensuring that it is completed in a timely fashion. The show is a big responsibility. Should any problems arise, the concerned Committee Chairs should notify the Convention Chair(s) immediately. meeting.

The following are summary checklists that have been assembled from each chair descriptions of duties. Note that there are sub-chairs in Exhibition.

Tour and Transportation Chair(s)

Program / Speaker Chair(s)

Publicity Chair(s)

Auction Chair(s)

Hospitality Chair(s)

Registration and Finance Chair

Convention Schedule Chair(s)

Exhibition Chair(s)

Awards Chair

Classification and Staging Chair

Judges and Clerks Chair

Photography Contest Chair

Artistic Design Chair

Tour and Transportation Chair(s)

| | | |
|---------------|--|--------------------------|
| 1 year prior | Determined the tour locations and dates and times. | <input type="checkbox"/> |
| | • Signed contract with bus/transportation company. | <input type="checkbox"/> |
| | • Work out the details at each tour site (bus parking, access, portable toilets, insurance). | <input type="checkbox"/> |
| | • Is there an alternative plan in case of severe weather? | <input type="checkbox"/> |
| | • If meals (lunch) is included on tours, determine location and menu. | <input type="checkbox"/> |
| | • Tables and chairs at tour site if lunch is being served | <input type="checkbox"/> |
| | • Are items available to purchase at sites? | <input type="checkbox"/> |
| 1 month prior | | |
| | • Appoint bus hosts (they check bus list and offer tour info). | <input type="checkbox"/> |
| | • Arrange for refreshments on each bus (water, coolers, etc.) | <input type="checkbox"/> |
| | • Hosts on each of the tour buses have available to them to cell phones and emergency telephone numbers, i.e. 911, police, hospital, hotel and AAA | <input type="checkbox"/> |
| | • If shuttle bus available, publish availability (web site, welcome packet) | <input type="checkbox"/> |

Program Chair / Speaker Chair(s)

| | | |
|---------------|---|--------------------------|
| 1 year prior | | |
| | <ul style="list-style-type: none"> confirm speakers with a written contract. | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> confirm commercial exhibits with a written contract. | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> any special events, demonstrations planned | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> have back up plan for speaker cancellations | <input type="checkbox"/> |
| 1 month prior | | |
| | <ul style="list-style-type: none"> ask speakers what printed material, handouts or other requirements are needed | <input type="checkbox"/> |

Publicity Chair(s)

| | | |
|------------------------|--|--------------------------|
| 6 months to just prior | | |
| | <ul style="list-style-type: none"> send out publicity notices to magazines, newspapers, radio stations and television stations. | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> rack cards for distribution to regional Peony Societies and Garden Clubs, Garden Centers and similar | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> continue to have APS web site updated with news and changes. | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> emails reminding people of convention with advertised events and last day to register. | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> email send ahead maps, tourist info, tour sites, local interests schedule | <input type="checkbox"/> |

Auction Chair(s)

| | | |
|---------------|--|--------------------------|
| 1 month prior | Pre-assign bid numbers to all registrants as they register | |
| | <ul style="list-style-type: none"> solicit auction items for live auction | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> solicit auction items for silent auction (if planned) | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> set and advertise policy on shipping reimbursement for fall shipments | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> ask donors for their catalogs for distribution at vendors table in exhibition hall | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> auction program availability | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> send reminders to those bringing item for auction(s) | <input type="checkbox"/> |
| 1 week prior | | |
| | <ul style="list-style-type: none"> print auction handouts for distribution at start of banquet | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> print bid cards | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> print silent auction sheets | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> populate auction program with items | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> remind APS Treasurer to bring starting cash and credit card swipe device | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> finalize Power Point presentation of items | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> solicit auctioneers and runners | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> bring laptop(s) and printer for Power Point and clerking | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> print auction clerking sheets | <input type="checkbox"/> |
| Post-auction | | |

| | | |
|--|--|--------------------------|
| | <ul style="list-style-type: none"> send notices as soon as possible to bidders and donors for items for fall delivery | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> auction summary report for the APS BOD | <input type="checkbox"/> |

Hospitality Chair(s)

| | | |
|---------------|--|--------------------------|
| 1 month prior | At time of hotel contract, determine hospitality room (free or added cost?) | |
| | <ul style="list-style-type: none"> room hours based on convention schedule | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> if attached suite is available, how will it be used? | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> hospitality staff volunteers for food and cleaning | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> is catered or can food and beverages be brought in? | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> room is also used for convention registration and welcome packet, badge pick-up, allow space for | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> supplies such as coolers, plates, cups are needed | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> a message board helps for people to relay info (i.e need ride to airport, lost and found, etc.) | <input type="checkbox"/> |

Registration and Finance Chair (APS Treasurer)

| | | |
|----------------------|--|--------------------------|
| 1 year to just prior | | |
| | <ul style="list-style-type: none"> set budget | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> set registration fee (the registration fee should be set so as to include all expenses of the show) <ul style="list-style-type: none"> Hotel meeting rooms, exhibition room, seminar room(s), board of directors and committee meeting room(s). Often, the hotel, for a certain number of guaranteed reservations (room nights) supplies these. (The participants should make hotel room reservations directly with the hotel.) All meals that are part of the package Hospitality room and refreshments Buses for tours, including refreshments and gratuities for the bus drivers Printing - schedule of events, awards list, program for Awards Banquet, auction list nametags, event tickets and handouts for visitors Advertising/Publicity Show Materials and Exhibition costs (coverings, tables if not furnished, transportation of containers, ribbons, photography supplies, table tents) Awards – Design materials Refrigeration cold storage fees Speaker fees Audio-visual costs | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> collects registrations and fees from attendees | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> distributes registration list to other chairs as required | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> writes checks for all associated costs (caterers, banquets, exhibition, exhibition site, meeting rooms, etc.) | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> collects monies from auction (credit card swipes) | <input type="checkbox"/> |
| Post-convention | | |

| | | |
|--|---|--------------------------|
| | <ul style="list-style-type: none"> • convention expense and income summary report to the APS BOD | <input type="checkbox"/> |
|--|---|--------------------------|

Convention Schedule Chair(s)

| | | |
|----------------|---|--------------------------|
| 6 months prior | Convention schedule should be done by December 31 or year prior to allow publication on web site and in March bulletin. | |
| | <ul style="list-style-type: none"> • Convention schedule | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Registration form with all fees | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Printing of schedule for inclusion in welcome packet and prior e-mail reminder (email in January or February) | <input type="checkbox"/> |

Exhibition Chair(s)

The Exhibition Chair(s) will have several committee chairs as follows:

- Awards Chair
- Classification and Staging Chair
- Judges and Clerks Chair
- Photography Contest Chair
- Artistic Design Chair

To ensure a successful exhibition, the following personnel are needed the day of the show:

- Judges
- Clerks
- runners
- classification
- Artistic Design Judges
- bottle fillers and prep room helpers
- show room prep and tear down helpers

| | | |
|-----------------|--|--------------------------|
| 1 year to prior | Work with Convention Chair on exhibition requirements so needs can be included in Hotel contract (if exhibition at hotel) or in contract at remote site location (Botanical, etc.) | |
| | <ul style="list-style-type: none"> • Theme/Show Name | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Exhibition Schedule with Artistic Design and photography section by Dec. 31 prior | <input type="checkbox"/> |
| | Hours | |
| | <ul style="list-style-type: none"> • Show hours open to public | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Prep area hours accessible by exhibitors | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Cut off time for entries | <input type="checkbox"/> |
| | Space | |
| | <ul style="list-style-type: none"> • Exhibition hall (minimum 3000 sq. ft) | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Minimum of 380 linear ft of exhibition tables (8' or 6'), 340 linear ft is ideal (example: 55 – 6 ft tables) | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Adjacent preparation area (minimum 1500 square ft.) | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • 24 or more tables in prep area | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • A dozen chairs | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Table coverings and skirting if included otherwise APS has its own supply of table coverings | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

| | | |
|---------------|---|--------------------------|
| | <ul style="list-style-type: none"> • Water source and water dump locations for bottles | |
| | <ul style="list-style-type: none"> • Exhibition hall temperature control, 65F during prep | <input type="checkbox"/> |
| 1 week before | Draft volunteer schedule based on attendees | <input type="checkbox"/> |
| Bring to Show | Materials and supplies | |
| | <ul style="list-style-type: none"> • Pens, staplers, tape, clip boards, etc. | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Blind Entry Tags | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Stem Tags | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Table Signage & Stands | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Ribbons | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Clerking Sheets | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Seedling Sheets | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Easels | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Photography backdrop_moveable (black/white) | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Marking pens for stem tags | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Classification list for reference (can be on PC) | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Court of Honor stand, black table clothes and APS logo cover | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Garbage containers, extra buckets for exhibitors, extension cords, paper, divider ribbons | <input type="checkbox"/> |

The following sub-committees reporting to the exhibition chair are required to ensure the exhibition is fully functional.

Awards Chair

| | | |
|---------------|---|--------------------------|
| 1 month prior | | |
| | <ul style="list-style-type: none"> • Solicit Awards and checks, see the Exhibition Schedule for awards | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Work with Exhibition Chair to ensure there are adequate ribbons and certificates. | <input type="checkbox"/> |
| At the show | | |
| | <ul style="list-style-type: none"> • After judging, work with a photographer to get pictures of the Court of Honor winners including all special awards. | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Tally all awards in Design, Horticulture and photography for the Awards Ceremony | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Create Power Point from the tally and photos for presentation at the awards ceremony | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Assist in or run the Awards Ceremony | <input type="checkbox"/> |
| Post show | | |
| | <ul style="list-style-type: none"> • Mail remaining ribbons and awards to those who may have left or were not present at the ceremony | <input type="checkbox"/> |

Classification and Staging Chair

| | | |
|---------------|--|--------------------------|
| 1 month prior | | |
| | <ul style="list-style-type: none"> • Work with Exhibition Chair on obtaining sample classification list (PC or paper) | <input type="checkbox"/> |
| At the show | | |

| | | |
|--|---|--------------------------|
| | <ul style="list-style-type: none"> • Set up station for classification | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Have 1 to 4 people check all entries before having runners place | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • After entries close, have team scan and check the show floor | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Classes that are have more than 24 entries may warrant division into 2 or more groups for judging. Use ribbon dividers. | <input type="checkbox"/> |

Judges and Clerks Chair

| | | |
|---------------|---|--------------------------|
| 1 month prior | | |
| | <ul style="list-style-type: none"> • Work with Exhibition Chair on Judges and Clerks Plan, printing clerk sheets and Court of Honor pull sheets | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Acquire "Judge" badge or ribbons to give to Judges at show. | <input type="checkbox"/> |
| 1 week prior | | |
| | <ul style="list-style-type: none"> • Solicit judges and clerks from list of attendees and assign teams <ul style="list-style-type: none"> ○ 2-3 judge teams of 3 each for the main floor ○ seedling committee judges ○ Court of Honor Judges form previous teams (3 or 5 people total) | <input type="checkbox"/> |
| At the show | | |
| | <ul style="list-style-type: none"> • Set up Court of Honor judging tables with associated pull sheets | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Hold judges and clerks meeting while classification is doing final check | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Assign judge teams to specific classes | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Keep the process moving and check that all classes were judged | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Exhibition Chair has last word over disputes | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Have runners bring the blues up to Court of Honor judging table as each class is judged. | <input type="checkbox"/> |

Photography Contest Chair

| | | |
|---------------|---|--------------------------|
| 1 month prior | | |
| | <ul style="list-style-type: none"> • Work with exhibition chair on Photography Section theme | <input type="checkbox"/> |
| Bring to Show | | |
| | <ul style="list-style-type: none"> • Photo stands | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Photography clerk sheets | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Voting sheets, pencils, box, signage | <input type="checkbox"/> |
| Voting closed | | |
| | <ul style="list-style-type: none"> • Tally votes and present winners to Awards Chair for awards ceremony | <input type="checkbox"/> |

Artistic Design Chair

| | | |
|---------------|--|--------------------------|
| 1 month prior | | |
| | <ul style="list-style-type: none"> • Line up Design Judges (3) | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Line up a clerk for day of judging | <input type="checkbox"/> |

| | | |
|---------------|---|--------------------------|
| | <ul style="list-style-type: none"> • Work with exhibition chair on Design Section theme | <input type="checkbox"/> |
| Bring to Show | | |
| | <ul style="list-style-type: none"> • Acquire extra peonies for design exhibitors | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Work with and help guide exhibitors on day of show | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Acquire extra materials and containers for exhibitors | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • Check clerking and report results to Awards Chair for awards ceremony | <input type="checkbox"/> |

Important:

Often hybridizers want pollen from some peonies. The person who wishes to take pollen must have permission from the exhibitor to remove pollen from the exhibitor's specimens. Taking pollen without the requisite permission is highly frowned upon. Set a timeline when pollen can be collected, usually just prior to show close.

Upon the show close, the process is as follows:

1. Exhibitors who are present and want to keep their entries must do so immediately (15 mins.)
2. This includes their ribbons except from the Court of Honor. These were presented at the Awards Ceremony.
3. Next, all other ribbons are to be collected and retained by Exhibition Chair for reuse or delivery to exhibitors not present if desired.
4. Other signage and related material can now be removed.
5. Lastly, the remaining flowers are removed from the bottles. These are NOT to be distributed to the general public randomly. First choice would be to donate the flowers to the volunteers who helped throughout the show or to the Exhibition Site personnel, or to a local cause. There have been times when people have tried to obtain many flowers for personal gain. Another possibility is to sell the remaining good flowers if there is an outlet.

Final

It is important to assign someone to write an article on the Exhibition and someone on the Convention itself for inclusion in a future bulletin. It would be helpful to pre-assign a reporter for the convention and ask the Exhibition Chair for a reporter for the show. Take pictures.

Each Convention will have some unique aspects so be flexible and persistent. Good Luck!