TIPS FOR COMPETITION ORGANISERS

1. Use the current NAFAS Competitions Manual and state this in the schedule.
	1. Ensure that the schedule states exactly what is required.
2. Run the schedule past your Judge prior to printing – they can advise and appraise and suggest any amendments that would help to ensure a good outcome. Ensure that if you have a special class such as an imposed class the judge is given a list of components provided
3. Titles : Think about the season and what plant material is available. Give class titles that inspire and will provide a range of possibilities for the show bench. What would you do to interpret the title?
4. In all classes the wording should state an exhibit the sizes allowed and all staging details
5. Ensure any sizes given in the schedule are adhered to when setting up the show bench or show areas. There is nothing worse for the competitor than to find that they have practised their exhibit to a size allowed to find the area is not spaced out as in the schedule. Give full instructions for staging exhibits if to be hung eg. who provides hook
6. Avoid having an allocated space across a table join
7. If “height unlimited” is to be given as an option consider not using a background at all
8. State colour of staging try to keep it a neutral colour – to not impact on the overall view of the exhibit
9. Petite or Miniature Class competitors need a separate arranging table + chairs
10. Ensure exhibits to be “viewed all round” have sufficient space for this
11. Ensure the area is clear of any setting up items before the competition start time commences.
12. If possible have access to water – ideally an outside tap or water filled butt
13. Have cloths to hand to soak up spillages on floor – and show bench and a broom to sweep up any debris
14. Towards the end of staging just walk round to check for cards and leakages
15. HEALTH AND SAFETY It is the organisers responsibility to do a risk assessment of the venue and staging areas and ensure that competitors are made aware of any potential risks. A signed competitor consent form may be appropriate for large shows.