

Suggested Instructions for Show Clerks

This set of instructions is to inform you, as a Show Clerk, of the procedures you are to perform at a daffodil show. Your duty, as a Clerk is to perform the administrative functions needed (1) to assist the judges both during the initial judging of classes and during the voting for winners of major (i.e. American Daffodil Society) awards and (2) to accurately record the judging results for each class.

General Etiquette

Normally, you are one in a pair of Clerks that accompanies a judging team. It is important not to crowd your judges, but do stay close enough to hear instructions. If you are an exhibitor, you may also learn more about exhibiting daffodils from the judges' comments. If the judges are judging a class in which you have an entry, do not say or do anything to indicate that one of the entries is yours. You should not talk to the judges or ask anything other than what is necessary to perform your duties.

Ribbon Awards & Placement

When judging a class, the judges will mark first, second, third, or honorable mention on the entry tag. You are then to staple the appropriate ribbon to the upper right corner of the entry tag. The ribbons should be angled outward so that it is possible to read the flower's and exhibitor's names on the tag. If there are many entries in a class, move the ribbon winners toward the front for visitors to view.

The colors of the ribbons are as follows: first place is a blue ribbon; second place is a red ribbon; third place is a yellow ribbon; honorable mention is a white ribbon. It is possible to have more than one honorable mention (white ribbon) in a class. It is also possible the judges will give a class no award, or only a second or only a third. It is all right to verify with the judges if this was their intent so you can accurately record the results.

Show Record Cards and Subdivided Classes

Each class needs a show record card completed along with the judging results. These cards are used to compile the final show report and determine the ADS Silver Ribbon Award winner. For every class, fill out a show record card with the class number, the number of entries in the class, and the number of stems in the class. If a class has no entries, fill out a card with the class number and indicate that there were no entries. This provides evidence after the show that the class was not overlooked during the recording.

Be on the look out for subdivided classes. If a class has a large quantity of entries, the Classification Committee will normally subdivide it. Their duty is to evaluate large classes and determine if there is an opportunity to subdivide the class into "like" groups to facilitate judging. If, for example, class A202 has been subdivided, you may see A202A or A202B marked on some entry tags in addition to A202. If you see two first place exhibits in the same class, you should look on the entry cards to see if additional letters were added to the class numbers. If not, ask the judges for clarification. If a class has been subdivided, you must find a blank show record card and make a new card for this new subclass. If the judges subdivided the class while judging, they

might not have marked the subdivisions on the entry tags. If not, you should do so, and try to group the exhibits on the table so that the subdivision is obvious. If you have any questions about how the class was subdivided, please ask the judges for the “theme” or description of the subclass and write it on the show record card. It is particularly important to note the “theme” when recording the photography classes. In the horticultural classes it is common to create subclasses of daffodils that have some common characteristic and to leave all the rest in the original class. An example would be subdividing class A202 (for large cup daffodils with colored perianth and orange or red cups) into subclass A202A for daffodils with orange perianth, A202B for three or more entries of Banker, A202C for three or more entries of Biometrics, and leaving all the rest in A202. A show record card for any subclass other than the original class should include a description of the subclass.

Recording Number of Entries/Stems

The number of entries and number of stems is not necessarily the same count. The only time these two counts will be the same is in single stems classes. For all other classes, the stem and entries counts will be different. For example, if there are 3 entries in the American collection class, there will be 15 stems since these collections must have 5 different daffodils. The most onerous classes are the container classes where the number of stems is no particular multiple of the number of entries; here you must count every stem that has an open floret in each pot and then total the count for all pots for the “number of stems. Since each entry in the photography classes consists of only one photo, it is necessary to record only the number of entries.

Recording Blue Ribbon & Award Winning Entries

The remainder of the card is reserved for information about the first place (blue ribbon) entry. You need to record the exhibitor's name, and, to get the name, you must unfold the entry tag. Be sure to fold it up again immediately to keep the identity of the exhibitor secret until all judging and voting for ADS awards has been completed.

The completion of the rest of the card depends on the class you are recording:

- * Single Stem & Three Stem classes – record the name, division and color code of the first place flower if awarded by the judges.
- * Collections of 5 or more stems – record all the names, divisions, and color codes for every daffodil in the first place (blue ribbon) collection. If it is an historic collection, include the year. If it is a Red-White-Blue or international collection, include the originator's name.
- * Sometimes the judges are asked to select the “best” in collections, such as in collections of five. In this case, write on the entry card if the first place exhibit received a special award such as the Maroon Ribbon winner (best 5 reverse bi-colors), the Red-White-Blue (best 5 American bred), or the Purple Ribbon winner (best 5 stem collection in the show).
- * For the photography classes, record the title if the photo has one or write “untitled” if there is no title.

If a class has entries but none received a first place, complete the number of entries and number of stems. Then indicate on the record card that no first place was awarded. It is all right to verify with the judges if this was their intent so you can accurately record the results.

Recording Seedlings

Seedlings are daffodils that have not been officially named. Seedlings entered by someone other than the originator will have a hybridizer name followed by a combination of numbers or letters. Seedlings entered by their originator will have only a combination of numbers and letters. Record all the information the exhibitor provided. Normally, the originator's name (if it is given) and the seedling number (alpha/number code) are in the flower name field on the entry card. Also, the entry card may or may not include the parentage of the seedling. If the parentage is available, record this along with the seedling number in the flower name area of the show record card.

After Completing the Show Record Card

After filling out the show record card, write the class number on the back and place it face down on the table by the class. Since you are filling out the cards during the judging, it is necessary to leave it face down so that the identity of the first place exhibitor remains concealed until after judging. Putting the class number on the back of the card allows the Clerks' Chairman to verify that the class has been recorded. Before moving to the next class, be sure the first place entry card is folded back up to conceal the name of the exhibitor. If a class has been subdivided, there should be a show record card for each subclass, and the subclass number should be written on the back of the card.

Marking & Moving Flowers for Major Awards

There are ADS awards for the best daffodil, best set-of-three, best seedling, and more. You should have a flag (i.e. a self-adhesive sticker) that the judges can affix to the test tube to mark a candidate for further consideration while they judge a class. If there is only one type of sticker, write on the sticker what the daffodil is being nominated for (e.g. best daffodil, best seedling, best set of three). Alternatively, there may be different colored stickers for different awards (e.g. yellow sticker for Gold Ribbon, pink sticker for Rose Ribbon, white sticker for White Ribbon).

There may be a designated table to deliver all award candidates. If not, an announcement will be made during judging about the location to place candidates. Wait to remove candidate blooms from their class until after the class's judging results have been recorded. The reason for marking the candidates during judging is to assure that they are not forgotten or overlooked later. Also, the judging team might see better candidates later in their judging and should have an easy way to find and withdraw consideration of an earlier candidate.

At the conclusion of judging the classes, you may take single-stem exhibits nominated for the Gold Ribbon and three-stem exhibits nominated for the White Ribbon to the designated table for the voting on major awards. If a candidate is in a single-stem class or a triple-stem class, its (closed) entry tag will be sufficient for returning it to the right class. If a candidate (for Gold Ribbon) is one flower in a set of three, you can either move the whole set, but mark which stem is being considered for a major award or transfer the test tube of the candidate to a separate wood block. In the latter case, you perform additional labeling as described below for candidates taken from collections

Before moving a candidate from a collection, it is very important to document where it came from and to identify where within its exhibit it was located. There are self-adhesive labels in the

clerks' supplies for this purpose. Remember that the two important things are (1) to write down what is missing if there is a gap in a collection and (2) to write down where a candidate came from so that it can be put back in the correct position in the correct exhibit if it does not receive a major award.

When a single stem in a collection is being moved, place a label with the daffodil name in its original location or position in the collection. After removing the flag from the test tube, affix a label to it with the name of the flower and the class number from which it came. This assures that all candidates that did not win a major award can be put back in the right location and in the right exhibit. It also assures that gaps in collections are identified so that everyone will know what flower is missing and why. An example of a gap in a collection is where a flower was selected as a winner and placed on the awards table. You will be given a sheet of self-adhesive labels for this purpose. The labels come in numbered pairs, one label for the test tube and one label for the location in the exhibit. Each pair has a unique candidate number so it will be possible to return the test tube to its original location. Both labels have a place for writing the daffodil name; however, the exhibitor will have attached the name to the stem, the test tube, the test tube block, or the platform for the exhibit, so you need fill in the daffodil name only on one of the labels – the label you leave at the exhibit if the exhibitor's label goes with the test tube or the label you attach to the test tube if the exhibitor's label stays in the exhibit.

If you see a judge taking a flower from a collection up to the table for consideration, diplomatically offer to help so that you can make the proper identification of the flower and its location. In collections of 5, the flower's name is sometimes sitting on the platform holding the test tubes and is not attached to the stem or test tube. In this case you must transfer the test tube to a single-tube block and provide complete information on the self-adhesive label. If you have completed the show record card for single-stem and three-stem classes, a judge may take the entire single-stem exhibit (as a Gold Ribbon candidate) or the entire three-stem exhibit (as a White Ribbon candidate) to the awards candidate table since the entry tag will be sufficient for returning it to its original location.

Returning Blooms & More

During the balloting for major award winners, you should stay near enough to the voting so that you can take candidates back to their original classes once the winner is determined. If the candidate was a single-stem or triple-stem entry, the entry tag will still be attached and will tell you the class to which to return the exhibit. Otherwise you must put the flower back in the right location of the right collection. This is where complete identification described above, will help you. Remember that it is possible for two stems of the same cultivar to come from two different collections in the same class; that's where the unique candidate numbers find the correct collection. Sometimes two or more stems are nominated from the same collection, and only one goes on to win a major award. The others need to be put back in their original positions in the collections because the exhibitor almost certainly placed them in particular positions for the best overall effect. Finally, remove any adhesive labels you put on the test tube and attach a recognition card, filled in with the daffodil name, onto the test tube. This card is the size of a business card and tells the public and the exhibitor of an outstanding daffodil. It should be attached to the test tube whether the exhibit was a single stem, three of a kind, or a collection.

Even during the voting for ADS awards, there may be a pause to search through the show for more candidates, so entry tags should remain closed until all balloting is completed. After the awards have been completed and flowers not staying on the winner's table have been returned to their original places, you can open the entry cards of all the exhibits to reveal the names of the exhibitors. In this way, the show visitors can read the name and address of all the exhibitors. You may be asked to pick up the show record cards so the recorders can begin to compile the show results.

Thank you for helping the judging and voting proceed smoothly.

Note: The self-adhesive labels referred to in Appendix J are printed on Post-It 2100-J labels with a PDF file that may be obtained from the ADS web site. The reason for using the PDF format is that it allows precise control of the location where the text is printed. These particular labels were chosen because their adhesive is removable rather than permanent.