

## **CAJC District IV Flower Show Directive**

- An NGC Flower Show Judge will chair the District IV Flower Show.
- The Flower Show Chair, appointed by the CAJC Chair, has all the responsibilities defined by the NCG Flower Show Handbook.
- The CAJC Chair is an ex officio member of the Flower Show Committee and should be included in pertinent meetings and communication.

### **Flower Show Chairman Duties**

- The FS Chair should request to report at all District IV Meetings.
- The FS Chair should establish the location and date of the flower show in collaboration with the District Director, and CAJC Chair.
- The Flower Show Chair should establish a budget to be approved by the District Flower Show committee.
- The FS Chair is responsible for setting committee meeting dates and locations in a central location for all clubs.
- The FS Chair should appoint an FS committee secretary, and minutes should be distributed to all club representatives, the District Director, and the CAJC chair.
- The FS Chair should notify the GCFP webmaster to advertise the show.
- The FS Chair should hold a wrap-up meeting immediately following the Flower Show. A written report should be submitted to the CAJC Chair.

### **District IV Clubs Responsibilities**

- Clubs in the district are asked to donate to the flower show fund annually. The District IV Treasurer sends this request when the dues notices are sent.
- All club presidents are considered FS Committee members and invited to attend all meetings or designate a club representative. They should liaise with their club to share information and encourage participation.
- All clubs should provide brochures or similar information to display during the FS.
- The club's name and, when possible, the president's contact information should be listed in the schedule.

- Members of each club should serve as hostesses during the flower show when requested by the FS Chairman.

## **General Information**

- An effort should be made to include all clubs in the production of the flower show.
- Limit the number of printed schedules. *Printed schedules are not required for general distribution;* digital copies are recommended to reach more members and save money and paper.
- Judges outside our district should be given priority in judging the show.
- A meeting should be offered in a central location to the entire District to demonstrate the design classes in the written schedule and to educate members on how to enter Horticulture.
- The schedule should include the District, GCFP, NGC logos, and website addresses.
- The Garden Club of York offers a Novice Award, which must be requested in writing to the current President.
- An effort should be made to host a district-wide FS every other year.
- Planning for the next flower show should begin immediately after the current show.
- A continuity book containing committee members' reports, treasurer's reports, meeting minutes, and the schedule should be updated and passed to the next flower show chairman.