



Minnesota Peony Society

Exhibition Chair

The Exhibition Chair heads all aspects of the flower show exhibition. This includes the flower, artistic design and photography exhibits, vendors, MPS information tables and other events held at the exhibition.

- A qualified member who is very familiar with flower exhibition may be appointed to the position and can be a shared position with up to two co-chairs.
- Requires:
 - In-depth knowledge of showing peony flowers
 - Strong leadership and interpersonal skills
 - Effective organizational and communication abilities
 - Adhere to deadlines

Exhibition planning starts when the location is selected. There are a number of pre-planning issues to consider. Some criteria are as follows:

1. Location where it is beneficial for public viewing
2. Square feet for the show floor space.
3. Adequate preparation space
4. Loading and unloading
5. Vendor space
6. Information table space
7. Seed sales space
8. Public access
9. Tables, coverings, bottles, display signage and supporting material.

Duties

The following is a listing of the activities required of the Exhibition Chair. These are summaries of the typical duties that need to be performed.

1. Works with MPS board and officers to ensure all requirements for a successful peony flower show are met.
2. Establishes a location liaison so details are understood by all parties.
3. Work with newsletter editor and social media for articles on website and newsletter for advertising the exhibition.
4. Work with Volunteer Chair to build a volunteer base for the various committees and well as workers for setup and takedown based on the list of attendees or local help.
5. Write the MPS Exhibition Schedule that includes rules, classes, Artistic Design classes and Photography sections.

Just before the exhibition:

- i. Solicit for exhibitors, artistic designers, photography entries.
 - ii. Collect all materials required
 1. Bottles
 2. Signs
 3. Classification cards and stands
 4. Clerking sheets, pull cards for Court of Honor and supplies
 5. Photography cards and stands
 6. Blind entry and stem tags
 7. Office Supplies
 8. Award ribbons, special awards
 9. Artistic Design flowers
 - iii. Establish what space is needed for information tables, seed sales and vendors
6. Design and have available promotional material which may include apparel, buttons, pins, ribbons or other commemorative material.
 7. Work with photography exhibit committee for all their needs including setup, judging, awards, takedown and follow-up information.
 8. Work with Artistic Design committee for space, extra design materials, peonies for use in arrangements and designs. Are there clerks and judges?
 9. Work with the Seedling Committee for their needs including space, judging and scoring sheets and ribbons.
 10. Coordinate with Staging Committee for table layout and logistics for staging.
 11. Set up a classification committee to check entries for proper staging
 12. For exhibitors, have volunteers to fill bottles and help with preparation.
 13. From the list of volunteers, select clerks and judges.
 14. Set up clerk and judging teams and ensure that judging proceeds as required.
 15. Set up Court of Honor Display
 16. Design a system to judge blue ribbon winners for Court of Honor by having runners immediately move blue ribbon exhibits to Court of Honor judges' tables.
 17. Photograph Court of Honor winner entries and create PowerPoint for Awards Ceremony.
 18. Communicate the order of takedown to volunteers at end of exhibition.
 19. If people want to collect pollen, make sure they have permission.
 20. Allow ribbon winner to collect their ribbons and flowers first if desired before general takedown.
 21. Collect all necessary material (clerk sheets, ribbons not picked up) at end of exhibit
 22. Compiles show results for articles and publication.
 23. Post-exhibition, send thank-you to volunteers and others.

Sub-Committees

The Exhibition Chair should enlist separate committees when planning the flower exhibition. This allows for the duties to be distributed since planning and executing the exhibition is a large task. The exhibition has several sub-sections that require slightly different considerations and planning activities. These sub-sections include artistic designs, photography show, seedlings exhibit and commercial exhibits. The committees are as follows:

Staging – Assists with the show floor layout and placement of exhibits. Utilizes runners and works with classification.

Classification – Ensures that the entries are place in the correct class

Awards – Ribbons, Court of Honor Awards, Special Awards and presentation of awards.

Artistic Design – All aspects of incorporating the Artistic Design section in the exhibition.

Clerking – Recording of show results

Photography – Set up, clerking and judging of Photography Exhibit

Seedlings – Judging and scoring of seedling entries