



Minnesota Peony Society

STAGING CHAIR

The work of the Staging Committee is basically a physical job of arranging tables, filling bottles and covering tables. This person will work with the Exhibition Chair on show layout and similar logistics such as how peonies get from the preparation area to the show floor.

Duties

Prior to judging, most often during classification, the Staging Chair works closely with the Classification Chair to rearrange entries as needed, based on which classes of peonies are being entered in the show.

The Staging Committee is also responsible for the dismantling of the show. Dismantling rules should be clearly spelled out and adhered to. Usually exhibitors are allowed to remove their entries first. If the remaining entries are to be sold or given for specific causes, like nursing homes, they are removed before composting the remainder. It is highly recommended that unclaimed peonies are not made available to the general public.

1. Setup of the show floor.
2. Prep tables with class cards.
3. Set up Court of Honor tables.
4. Help run peony entries to show floor and work with classification if necessary.
5. Re-arrange entries when crowding exists.
6. Assist exhibitors
7. Tear down.

Materials

The Staging Chair should see that the following items are available:

- Tables and risers, if used
- Tables for Court of Honor winners with the appropriate cards naming the award won
- Table coverings
- Bottles filled with water for the exhibitors
- Division, section, and class cards as well as design division class cards.
- Preparation and staging room for the exhibitors with an adequate water source
- Waste containers for debris
- Areas and any necessary props required for the design division
- Areas and any necessary props required for commercial exhibits
- Areas and any necessary props required for educational exhibits
- **Extra tables for re-arranging and judging awards**
- Any other material that might be necessary

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Addenda

Addendum I Teardown Instructions

1. Announce to the PUBLIC the show is closed. Only APS volunteers are to remain on the show floor.
2. DO NOT remove flowers
 - a. People who want the flowers they exhibited should pick their flowers up first (quickly)
 - b. Exhibitors should move their flowers off the table area to avoid losing their flowers
3. People who are present and want their ribbons should collect them (EXCEPT Court of Honor Ribbons)
4. Assign a person (or two) to collect table tents from court of honor and all other tables. No need to sort the table tents, just place them in the white box labeled "Table Tents"
5. Assign a person (or two) to collect wooden table tent holders from court of honor and all other tables.
6. Assign a person to collect all Court of Honor Ribbons and place in small grey plastic tub labeled "Ribbons"
7. Assign a person to take signage down and collect peony vases.
8. Once the Court of Honor ribbons are packed and all other ribbons, tent cards and tent card holders have been collected, then remove the flowers and lay on the table
9. Use the garbage barrel on wheels to empty the water from the bottles.
 - a. Place all bottle in black crates with cardboard dividers.
 - b. Remaining bottles go in designated cardboard boxes.
10. Volunteers may then select from the remaining peonies on the tables if they wish.
- 11. Remaining flowers are to be composted!**
12. Please do not give peonies to the public
13. Pack up and fold all table linens.