

Ribbon Judging Clerks

A clerk's basic duty is to assist the judges on the floor during ribbon and AOS judging. Listening and learning about orchids is rewarding during this process.

- 1) Read and understand the schedule and the rules. Before judging begins make yourself familiar with the floor plan. You may be assisting the judges as to the location of the exhibits. Know the location of the restrooms and the drinking water. If you do not know an answer, tell the judge you will find out and report back. The judging team will make its own pace. Just follow the judges' directions and speed. Do not offer your suggestions unless asked.
- 2) Keep chatter down to the bare necessities. Do not make comments during judging unless a judge approaches you.
- 3) Never volunteer information about the exhibitor, the exhibit or the plant.
- 4) After judging, never discuss comments made by a judge concerning exhibits or the plants with exhibitors or HOS members.
- 5) You may be asked to hold the files for the team during the judging process.
- 6) A judge should sign the back of the ribbon before placement on the plant. You should ask the judges ahead of time if they would like for you to date and enter the class on the ribbon. Clerks may be requested to put the awarded ribbons on the plants.
- 7) You also will be requested to pick up the trophies from the trophy table and place them in the exhibit, with a long ribbon attached from the plant to the trophy. This is a very important step!
- 8) Stay with your judging team until dismissed by the team captain and the head clerk. Be sure to thank the judges for the opportunity to learn.

American Orchid Society Judging Clerks

After ribbon judging, American Orchid Society judging begins. The judges divide into teams, and the plants that are nominated during ribbon judging will be judged according to AOS rules. The plants nominated will have a colored dot on the plant.

- 1) The same basic rules of ribbon judging apply to AOS judging.
- 2) At the direction of the judges, you may be asked to pull plants from the displays and place them on one of the tables to distribute as needed to the judging teams. There will be a system in place to remember where each plant belongs.
- 3) ALL SWROGA ENTRY TAGS SHOULD REMAIN ON THE PLANTS.
- 4) The team captain may send you to the registration table to pick up a plant for award consideration.
- 5) After each team has judged a plant, those that have been passed (not awarded) will be placed on the passed table to be returned to their original exhibit and location. Paper dots are removed at this time, if still on the plant.
- 6) Plants that have been granted an award will be placed on the Awarded table to be sent on for photographs. Those plants will be returned to the exhibits after photos and paperwork are finished.