



WELCOME TO THE RIBBON JUDGING TEAM



Clerking at an orchid show can be informative, enlightening, educational, and most importantly FUN!!!

Let's start off with some DO'S and DON'TS:

DO'S

- BE PROMPT
- BE ATTENTIVE
- BE PREPARED
- WEAR GOOD WALKING SHOES
- BE RESPECTFUL
- BE COURTEOUS
- REMEMBER YOU ARE HERE TO SUPPORT THE JUDGING TEAM
- KEEP IN CONTACT WITH YOUR HEAD CLERK
- PLEASE KEEP EXTRANEIOUS CONVERSATIONS TO A MINIMUM
- PLEASE KEEP QUESTIONS FOR OTHE JUDGES UNTIL AFTER THE CLASS HAS BEEN JUDGE

DON'T

- **DO NOT GO SHOPPING WHILE YOUR TEAM IS ACTIVELY JUDGING**
- **DO NOT LEAVE YOUR JUDGING TEAM UNTIL YOU ARE DISMISSED BY THE HEAD JUDGE**





ROLES AND RESPONSIBILITIES

HEAD CLERK

- Is responsible for all official paperwork
- Is responsible for ensuring all paperwork is completed and all judges have signed the official judging packet.
- Is responsible for handing the completed judging packet to the show judging table
- Will be in communication with judging team and the clerking team
- Is responsible for ensuring that information is correct in the judging packets
- Is responsible for assisting the head judge in keeping the team on track
- Needs to be flexible when judges make changes with in the categories

RIBBON CLERK

- Is responsible for ensuring ribbon information is correct
- Ribbon information will include the following:
 - 1. Class number
 - 2. Entry number
 - 3. Judge signature
 - 4. Date
- Needs to be in contact with the head clerk
- Place ribbons promptly (if able)
- Ribbons are to be placed on a leaf of the plant if possible. Do not place on the flower, name tag, or the stake with the entry number. (Many times, stakes are pulled for reuse at the end of the show and ribbons can be lost.)

SPOTTER/SCOUT

- Needs to be in communication with the head clerk
- Needs to spot/scout ahead of team for next entries
- Needs to work with the ribbon clerk for ribbon placement
- Be familiar with the layout of the show/display floor

