

Clerk's responsibilities for Hort Shows:

1. Arrive 15 minutes before the judging begins, and take time to become familiar with the classes and the show set up in order to guide judges.
2. Talk to the other clerk about how you will work together during the judging. Typically, Horticulture Judges do not make written comments, with the exception of awarding Best in Show or commendations. In the unlikely event that they do make comments, one clerk may record positive comments, the other, the constructive comments. Or, one clerk may take all the notes while the other places the stickers on the entries.
3. The Captain or a Hort Chair will provide a packet containing writing tablets, stickers and pens at the beginning of your session. Please return this packet to the Captain before you leave.
4. When the judges begin their deliberations, you will want to listen carefully and take notes, but **CLERKS ARE NOT TO TALK ABOUT ENTRIES OR ANYTHING ELSE, UNLESS SPOKEN TO BY A JUDGE. THEY ARE TO ASSIST THE JUDGES IN CLERICAL MATTERS ONLY.** (Note: Sometimes clerks will be prospective judges from outside of our club, and they will be encouraged to take part in the evaluation of specimens. It is part of their job to comment when asked to by the judges.)
5. A clerk may turn plants or seek information from the [Passing Committee,] Captain or Hort Chair if requested by the judges.
6. When deliberations and discussions are over for each class, the judges will confirm with the clerks what is to go on each card. A clerk will inscribe the comments, if any, onto the entry cards and stickers for first (blue), second (red), third (yellow) and honorable mention (white) will be placed on the appropriate cards.
7. Clerks should spell correctly and write legibly and quickly. Always approve accuracy of written comments with the judges.
8. Sometimes the judges will provide an overall comment about the show (either negative or positive). Please pass this along to the Captain and one of the Hort Chairs.