

Prior to setting up the display:

1. Receive invitation (out-of-town show coordinator), but could be the president or vice president, or another board member.
2. Decide on the size of exhibit and therefore number and size of orchids needed. Choices usually include “free-standing” or “table top”.
 - a. If out of town, any traveling restraints (e.g., no big plants if traveling with a small car).
 - b. If the GLOS display, try to get everything you can get (generally need 60-80 orchids).
3. Announce to members who, where and when is orchid collection for out of town shows. Determine who may be helping with set up and tear down.
4. Start assembling orchid names and parentage, and determine classification.
 - a. Doris, Dot or Bill C. can help with this effort of looking up the correct name of the orchid (it may have been reclassified or re-named), its parents, and the show classification).
 - b. If uncertain of classification, use a lower number classification so the orchid can be moved up to the right classification during judging (judging of groups of orchids is done in classification order, from low numbers to high numbers).
 - c. Use a spreadsheet (table) that includes orchid name, columns for both parents, classification, and owner’s name. Also include a blank row for recording results after judging takes place.
5. Determine what hardware you’ll need to obtain from Doris’ garage. Doris keeps all staging, lights, pot and table wraps, etc., just about everything you need. You may have to order fresh moss if you plan on mossing the display. This is not required, but it helps with the finished look of the display.
6. If an out-of-town show, collect orchids at designated location and verify classification of any orchids that may have been a problem (this may be your first chance to see the orchids). For the GLOS show, this is usually done on Friday concurrently with setting up of our display.
7. Prior to the show (Wednesday or Thursday at the latest), fill out the orchid registration slips, one for each orchid (sometimes more than one for certain categories like first bloom seedling). Registration slips are available from Doris. They are also available at the registration station at all shows.
8. It is also a good idea to make the name tags/labels, either by computer or by hand, before the show date so that they are ready to put on the plants when you put together the display.

Setting up the display:

1. Place staging according to your plan, you’ll likely make adjustments after orchids are placed.

2. Unpack all orchids and arrange by color. Make sure orchid name tags are removed from orchids or buried inside the pot. All pots should have the name of the orchid on masking tape near the bottom of the pot, and includes the owner's initials in case you need to identify the orchid and/or owner later.
3. There will be provided a place to store boxes used to transport orchids. Make sure every box has the owner's name on it so at the end of the show, someone can match up what goes where.
4. Place orchids on staging based on color flow you want to obtain and the orchids that were provided. Generally, the higher areas of the display will have lighter colors (white generally goes high).
5. Continue placing orchids and rearranging staging until you're satisfied with the display. Use other pots or objects to stabilize orchids or to position them higher.
6. Take a picture of your plan (all orchids on the display) so you remember where everything was.
7. Remove all the orchids if you'll be covering the staging with cloth. Keep groups of orchids together to make it easier to move them back into the display.
8. Return all the orchids to the staging and wrap pots in black cloth. Remember to wrap support pots used to stabilize or raise orchids.
9. Use stakes to move blooms if necessary to get appropriate spacing and presentation.
10. After all orchids have been placed, start adding foliage plants and moss if you're using either of these.
11. Attach the labels you've prepared to metal wire and place them in each orchid so judges and the public can easily identify the orchid.
12. Double check your registration slips so you have a complete match with each orchid. Some orchids may be entered into multiple classes (such as first bloom seedlings).
13. Register your orchids (be prepared to wait). The show will generally open registration by mid to late afternoon.
14. Take a picture of your display for the newsletter. (Better to take the picture before registration slips are attached)
15. After the orchids are registered, place the registration slips on the appropriate orchid (you can attach them to the label stake or some part of the plant). Try to avoid having them distract from the flower.
16. Cleanup area around the display if needed, and call it a day.

After Judging concludes.

1. Use the spreadsheet you initially prepared above to document which orchids received what ribbons (first, second, third), and any other special awards such as a trophy for the class, or perhaps an AOS award.
2. Remove the registration tags/slips from the display (these are no longer needed after judging concludes, and distract from the appearance of the display).
3. Take another clean picture of the display if you can for the newsletter.
4. Buy orchids, nothing else to do until the end of the show.

At the end of the show:

1. If tear down is done by someone else, make sure they have your spreadsheet (table) and know where all materials stored on-site are located.
2. Collect the boxes that were used to transport the orchids to the show.
3. Remove orchids making sure the ribbons and awards go with each orchid. Pack orchids in the boxes they came in.
4. Remove the cloth used to cover the staging and wrap orchids. Generally whoever set up the display is responsible for washing, ironing and returning the cloth to Doris prior to the next show.
5. Collect the moss. It may be used for the next show, or perhaps you would like to use it. If neither applies, toss it.
6. Load all the orchids, staging, etc, and return them to their proper place.
7. Prepare a show report for the newsletter with a brief explanation of the effort, etc. Include a table of ribbons and awards received (member's name, orchid name, ribbon and/or award won). Send this and pictures of the display to the newsletter editor prior to the deadline for articles.

List of tools/accessories needed:

scissors, wire cutters, scotch tape, masking tape, floral wire for name tags, stakes for propping up flowers, clips or twisty ties for holding spike to stake, cotton balls or swabs plus insecticide for wiping off bugs owner may have missed, spray bottle with good H2O for misting plants if needed.