

# **African Violet Council of Florida**

## **Convention Manual**

This manual is a reference document of the African Violet Council of Florida. The procedures for the Convention Manual Committee are set forth in the following pages and can be modified, as required, with the exception of the AVCF policies listed on the following page.

All references to “AVCF” shall mean the African Violet Council of Florida. All references to “AVSA” shall mean the African Violet Society of America.

# **African Violet Council of Florida Convention Manual**

## **AVCF Policies Pertaining to Council Shows**

*(Last updated at business meeting 10/7/07)*

Only members of the African Violet Council of Florida and its affiliated clubs are eligible to enter exhibits in the show.

For plants sold at AVCF shows, each grower who contributes will receive 75% of the proceeds from the sale of his/her plants and 25% will be retained by the Council. (10/18/81)

The Council will handle the sale of supplies from commercial growers on consignment at 10% above the commercial growers' cost. (11/4/81)

There will be a Convention Chair and a Show Chair for AVCF shows. If these persons are local residents of the show venue, it makes the onsite planning much easier. (5/15/82)

Convention guidelines, to serve merely as suggestions for future chairs, will be produced, outlining duties and responsibilities of the chairs and problems that have been encountered. (11/20/82)

The Sweepstakes winners in AVCF shows will receive a one-year honorary membership in AVCF. (4/17/83)

Each person bringing plants for AVCF Plant Sales must:

1. Be a member of AVCF;
2. Have at least five entries in the show;
3. Prepare flags for pricing and identification of plants;
4. Return at the close of the show to help separate unsold plants and clean up the sales area, and (11/12/83)
5. Be required to work (or provide a substitute in his/her place) a minimum of four hours at the sales tables, with the times to be worked assigned by the Sales Chair. Exceptions to this may be made at the discretion of the Sales Chair for those who are working in other areas such as the Education Exhibit, Entries and Classification. (9/15/00)

The Plant Sales Committee is responsible for all plant sales, including arrangement of all plants on the sales tables. Only clean, healthy plants will be sold. At the discretion of the Plant Sales chair, any plants having the appearance of disease or a general unhealthy appearance will be removed from the sales area and returned to the owner with an explanation.

It is an AVCF policy to hold a Fall Show and Convention yearly in conjunction with the Fall meeting. (7/87)

Fees for commercial members of the Council for table rental at Council shows was set at \$25 for a table for those commercials selling supplies only. Commercial members selling plants will pay a fee of \$100 per table. Commercials will not be permitted to sell plants purchased for resale. (10/22/89)

AVCF will give an award for each Council show, to be known as the Alice Yawger Founder's Award, for the second best semi-miniature African violet. It will be a lavender rosette with the name of the award printed on it. (4/20/96)

If requested, \$500 in seed money will be advanced to an AVCF Convention Host Club for show expenses. (4/21/07)

AVCF will provide cash awards, the amount to be determined by the Executive Board, for the Best African Violet, Horticulture Sweepstakes, Best Design and Design Sweepstakes. ((10/7/07)

**African Violet Council of Florida  
Convention Manual**

**Table of Contents**

**Job Descriptions, Responsibilities and Guidelines**

	<u>Page</u>
Council President .....	4
Convention Chair .....	5-6
Host Club .....	7
Show Chair .....	8-10
<b>Show Chair Appointees:</b>	
Awards .....	11-12
Award Ribbons Purchaser .....	13
Classification.....	14
Design .....	15
Education & AVSA Information Exhibit.....	16
Entries .....	17-18
Focal Point .....	19
Hospitality .....	20
Judges and Clerks .....	21-23
Plant Placement.....	24
Plant Sales.....	25-26
Properties.....	27
Publicity .....	28
Schedule .....	29
Show Plant Sales.....	30-31
Silent Auction .....	32
Staging.....	33-34
AVCF Treasurer .....	35
Cleanup Committee.....	35
Convention Manual Committee .....	35

**Exhibits**

Convention/Show Report.....	A
Commercial Contacts.....	B
Award Ribbons Inventory List.....	C
Instructions for Horticultural & Design Exhibitors, Sellers of Show Plants and and Sales Table Participants .....	D
Exhibitor's List of Entries .....	E
Show Plant Sales Form .....	F
Judges' and Clerks' Request Form.....	G
Judges' and Clerks' Instructions .....	H
Judges' Comment Sheet.....	I
Leaf Identification Tag .....	J
Sample Publicity List .....	K
Sample Show Press Release and Flyer.....	L
Sample Show Schedule.....	M
Sample Show and Sales Room Layout.....	N
Properties Inventory .....	O

## **African Violet Council of Florida Convention Manual**

### **Council President shall:**

1. Work with Council members eighteen months in advance of the convention to identify a Host Club and show location city.
2. Appoint Show and Convention chairs eighteen months in advance of the convention, which is customarily held in October.
3. Provide copies of the current Convention Manual to the Convention and Show Chairs at the Spring meeting, instructing the Show Chair to give a copy of the respective page(s) and exhibit(s) to each appointed Committee Chair.
4. Meet with the AVCF Treasurer, Convention Chair and Show Chair to agree upon an appropriate budget for the convention which would be approved by the Board electronically. A preliminary budget should be prepared by the AVCF Treasurer for discussion showing the previous year's show expenses as well as a proposed budget for the upcoming show.
5. Work with the Convention Chair to locate an appropriate hotel that is accessible to the Host Club and assist with the contract negotiations. (See Convention Chair's responsibilities for details.)
6. Work with the Show Chair to secure a show location if one is unavailable within the hotel and assist with any contract negotiations.
7. Sign the contracts with the hotel and the show location (if applicable) and return them to the Convention Chair for final submission to both venues.
8. Meet with the Executive Board at the AVCF Spring meeting and agree upon the amount to be given to the Awards Chair for division among the Best African Violet, Horticulture Sweepstakes, Best Design and Design Sweepstakes and inform the Awards Chair at the appropriate time to expect this contribution.
9. Schedule a meeting with the Convention Manual Committee at an appropriate time after the show to review comments provided by the reports submitted from the Show Chair.

## African Violet Council of Florida Convention Manual

### **Convention Chair shall:**

*(Appointed by the AVCF President)*

1. Meet with the AVCF President, AVCF Treasurer and Show Chair at the Spring meeting to agree upon a budget for the show.
2. Work with the AVCF President and Show Chair 12 months in advance of the show to locate a hotel and show location site accessible to the Host Club.
3. Work with the Show, Schedule and Design Chairs (as soon as these positions are selected) to develop the show theme and colors twelve months prior to the show. Advise the President of the decision.
4. Work with the hotel (or assign a local assistant) to:
  - a) Arrange a tour of the hotel facility. Determine the floor area available for the banquet, annual meeting breakfast, show, sales, entries/classification as well as an area close by but not in the same room as entries/classification for exhibitors to groom and store plants prior to the entry/classification process. Assess the accessibility of the site, parking spaces, physical conditions such as elevators, steps, doors, electrical outlets, lights, water, etc. If the showroom is not adequately lit, request if additional floor lighting could be brought in.
  - b) Determine if the hotel has enough tables for the event (approximately 55 six-foot tables) and whether they can provide full table skirting.
  - c) Negotiate acceptable room rates with the minimum number of blocked (NOT guaranteed) rooms, free parking, and banquet accommodations for the Saturday evening awards banquet and Sunday breakfast business meeting. If the convention hotel does not have facilities for these meals, locate a nearby restaurant to hold these functions.
  - d) Agree upon a cut-off date for reservations to take advantage of the negotiated rate for those rooms.
  - e) **Request blocked rooms with no penalty if they are not used.** If the hotel requires that they be guaranteed, the suggested number of rooms is a minimum of 2 for Thursday night, 10 for Friday night and 10 for Saturday night. If the hotel is willing to hold a block of rooms for our members, request 5 for Thursday, 20 for Friday and 20 for Saturday. **(Blocking is the preference.)**
  - f) Request additional rooms could be made available at the convention rate, if needed, prior to the cut-off date for reservations.
  - g) Ask if the hotel will promote the show on their marquee, if one is available.
  - h) Inquire whether the hotel has a hospitality room and whether they would provide that room to the Council without charge.
  - i) Request a floor plan of the exhibit area and provide a copy to the Show and Staging Chairs. [See Exhibit N for suggested sales and show room layouts.]
5. Send a copy of the negotiated contract to the Council President and Treasurer for discussion and agreement with the terms. If agreement is not reached, the Council President will call a meeting of the Executive Board to review the contract and reach an agreement. The President shall then sign the contract.
6. Know the contents of the contract with the hotel to avoid unexpected charges for items requested during the convention.
7. Keep in touch with hotel management to establish good communications and prepare to be flexible. Ensure everything is covered in the contract, as hotels frequently change management.
8. Select the menus and determine the prices for the awards banquet and annual meeting breakfast, including taxes, gratuity and set-up fees. Consult with the AVCF President

## **African Violet Council of Florida Convention Manual**

- and Treasurer regarding the prices before notifying the hotel or restaurant of the selections.
9. Submit information and reservation forms concerning banquet events as well as hotel information and deadlines for reservations to the Editor of *The Florida Connection* for publication in the April-June issue.
  10. Work with the Host Club to choose table favors for the meal functions.
  11. Keep a copy of the hotel and show location (if applicable) contracts with you at all times during the convention.
  12. Work with the Show Chair to establish a plan in the event of a medical problem or emergency.
  13. Keep a record of the number of room nights used for each night at the hotel. Report the information during the Sunday business meeting and include it in your final report to the AVCF President for future convention planning.
  14. Serve as Master of Ceremonies for the meals.
  15. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **Host Club shall:**

1. Request in advance, if needed, \$500 in seed money from the AVCF Treasurer for expenses. Provide complete documentation for any expenses incurred.
2. Work with the Hospitality Chair to provide drinks (coffee, soda or tea) for Thursday show setup, registration and plant placement if the show location manager approves. A hospitality room is optional, depending on availability, for which the Convention Chair is responsible for securing with the hotel. Additionally, work with the Hospitality Chair to provide additional snacks and beverages during the times the hospitality room is open. Provide bags and boxes to the Plant Sales Committee for purchases made by visitors to the sales table.
3. Provide hosts and hostesses to be present in the showroom area during all show hours to ensure plants or design exhibits are not handled by the public and to answer questions.
4. Check with Properties Chair to determine the location of the niches and make arrangements to transport them to the show location.
5. Assist Focal Point Chair in assembling and disassembling the focal point.
6. Work with the Convention Chair regarding selection of table favors for meal functions, which are provided by the Host Club.
7. Submit expenses to the Convention Chair for review and approval. For reimbursement, submit receipts for all expenses to the AVCF Treasurer within two weeks after the convention.
8. Submit a report to the Show Chair within two weeks after the convention regarding the club's responsibilities (Exhibit A). Include any lessons learned in the report that would assist the next affiliate appointed to the position and make special note of any recommendations to change the Convention Manual regarding its responsibilities.

## African Violet Council of Florida Convention Manual

### **Show Chair shall:**

*(Appointed by the AVCF President)*

1. Meet with the AVCF President, AVCF Treasurer and Convention Chair at the Spring meeting to agree upon a budget for the show.
2. Secure the most recent issue of the *AVSA Handbook for Growers, Exhibitors and Judges* and the AVCF Convention Manual and know each committee chair's responsibilities.
3. Work with the AVCF President and Convention Chair at least twelve months in advance of the show to arrange for the show location, whether it be in the hotel secured for the convention registrants, a mall, a garden center, or some other venue. Ensure the venue chosen has adequate room for commercial sales, entries, classification, hospitality, storage, as well as for the show itself. Entries and Classification should be assigned a room by itself and a separate area should be identified where exhibitors can stage their plants prior to entry.
4. Work closely with the manager of the show location throughout the show.
5. Appoint Schedule and Design Chairs twelve months prior to the show.
6. Work with the Convention, Schedule and Design Chairs to develop the show theme and colors twelve months prior to the show.
7. Assign the remainder of the committee chairs [see below for list]. **SEND EACH A COPY OF THEIR RESPONSIBILITIES AND RELATED EXHIBITS AS DESCRIBED IN THE CONVENTION MANUAL.** Appoint a local person, if possible, to chair the Education and AVSA Information area for convenience in transporting display material.
8. Review and approve all expenses by committee chairpersons before the expenses are incurred based on the Board-approved show budget and inform all committee chairpersons of this policy. Advise each that expense submission must be accomplished before, during the show, or within three days after the show.
9. Determine the hours of the show, when sold show plants can be released to the buyers and when the remainder of the exhibitors' show plants can be released. Send this information to the Schedule Chair by the end of February for inclusion in the show schedule.
10. Receive a list from the previous year's Entries Chair of how many entries were exhibited in each class in that show to assist the Schedule Chair in developing the schedule.
11. Oversee and supervise all show committees, making sure each performs its required duties in a cooperative and harmonious way.
12. Provide assistance to the Entries and Classification Chairs to ensure their process is not interrupted by unnecessary noise. We understand that people want to visit with old friends, but this should not be done near the area being used for Entries as it is very distracting to the workers.
13. Provide assistance to the Staging Chair in ordering rental tables (approximately 55, 6-foot tables) & folding chairs (approximately 10 to 12) if not provided by the venue.
14. Request from the Properties Chair an updated list of the location of all show properties [Exhibit O].
15. Notify the Award Ribbon Purchaser of the number of classes and types of ribbons needed, including the number of Best in Class and Best in Section ribbons.
16. Submit two copies of the show schedule by March 15 to the Schedule approver of the African Violet Society of America for approval and request a check from the AVCF Treasurer to cover the cost of ordering AVSA Collection rosettes. Send the show



## **African Violet Council of Florida Convention Manual**

- schedule, the check and the request for rosettes to the Schedule Approver indicating whether we are applying for the AVSA Standard Show Awards Packet or the AVSA Collection Awards, or both. (Read the requirements in the *AVSA Handbook for Growers, Exhibitors and Judges* to determine the amount of money currently required.) Check with the Award Ribbon Purchaser or Properties Chair to determine if any AVSA Collection rosettes are available prior to submitting this order.
17. Check with the Award Ribbons Purchaser or Properties Chair to determine if there are any unused DAVS Collection rosettes. If not, submit the show schedule and rosette request to the Dixie African Violet Society three months prior to the show. Request a check from the AVCF Treasurer to cover the cost of the rosettes.
  18. Obtain floor plans of the show area from the Convention Chair. Using Exhibit N as a guide, assist the Staging and Design Chairs to determine the layout of the tables for the show, entries, classification, and plant sales area. Give a copy of the final layout to the Convention and Staging Chairs and the manager of the show location.
  19. Work with the Convention Chair to establish a plan in the event of a medical problem or emergency.
  20. Take your copy of the show location contract with you to the convention.
  21. Work with the Education and AVSA Information Chair to determine the type and size of the exhibit to be set up and a location that will encourage visitors to visit the display.
  22. Take the AVSA and DAVS awards packets and ribbons to the show and give them to the Judges and Clerks Chair.
  23. Rearrange plants with the assistance of the Placement Chair after all entries have been placed to ensure spacing of exhibits that will enhance the overall beauty of the show. Ensure that plants in the Collection classes are placed in the same order as shown on the point score entry sheets.
  24. Receive the printed AVSA Collection point score sheets and the AVSA Standard Show Award (“SSA”) forms, display cards and envelope from the Entries Chair and give it to the Judges and Clerks Chair (who will then hand the forms to the panel of judges who will assess the show).
  25. Receive the sealed envelope containing the completed AVSA Standard Show Award forms from the Judges and Clerks Chair who will advise whether the show received the green (90-94 points) or blue (95 points or above) certificate. Display the appropriate show award card on the focal point table.
  26. Complete the information for the DAVS awards on the form provided.
  27. Sign the entries awards sheets for judges needing documentation of three blue ribbons for their judge’s exam.
  28. Sign the judge’s schedules (if requested) to document their judging service.
  29. Ensure that the show opens to the public at the time published.
  30. Ensure, by working with the Show Plant Sales Chair, that show plants not sold or any other plant entries are not removed from show tables prior to the show plants that *are* sold. The plants that have been sold will be removed **FIRST** and are released to the persons who purchased them 30 minutes before breakdown of the show. (See Exhibit D for instructions.)
  31. Close the show.
  32. Return the sealed envelope to the AVSA and DAVS Affiliate Chairpersons within one week after the close of the show so they can complete the records.
  33. Advise your committee chairs they are to submit a report to the Show Chair within two weeks after the convention regarding their responsibilities. They are to include any lessons learned in their report that would assist the next person appointed to the

## **African Violet Council of Florida Convention Manual**

- position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.
34. Write thank you notes to all committee chairpersons.
  35. Collect those reports, include your own report covering the same issues (Exhibit A), and submit them to the AVCF President three weeks after the convention.

\*\*\*\*\*

The following Chairs are appointed by the Show Chair. They are listed in alphabetical order with their respective duties noted in the Convention Manual:

- Awards
- Award Ribbons Purchaser
- Classification
- Design
- Education and AVSA Information Exhibit
- Entries
- Focal Point
- Hospitality
- Judges and Clerks
- Plant Placement
- Plant Sales
- Properties
- Publicity
- Schedule
- Show Plant Sales
- Silent Auction
- Staging

## **African Violet Council of Florida Convention Manual**

### **Awards Chair shall:**

1. Work with the Award Ribbons Purchaser to ensure all required ribbons are ordered. (See Exhibit C for a list of a typical ribbon order.) Specialty ribbons such as Best Lyndon Lyon, Best Optimara, Best Fantasy and Best Buckeye are to be ordered by the Awards Chair, if desired.
2. Request from previous Awards Chairs letter templates and allocation spreadsheets used to help facilitate the awards process.
3. Prepare an award certificate to the winners of the horticulture and design sweepstakes of a one-year complimentary membership in AVCF. If the winner is already an honorary member of the Council, this award may be donated to someone the winner deems deserving of the complimentary membership.
4. Ensure that a rosette is available for the Alice Yawger standing award. It is a lavender rosette with “Alice Yawger, AVCF Founder’s Award” printed on it and is awarded to the second best semi-miniature African violet in the show.
5. Divide and allocate AVCF’s cash award among the Best African Violet, Horticulture Sweepstakes, Best Design, and Design Sweepstakes winners. The amount to be given for these awards will be determined by the Executive Board at the AVCF Spring meeting.
6. Write articles for the January-March, April-June and July-September issues of *The Florida Connection* soliciting donations of awards for the show and include a form for award submission.
7. Write a letter to each Council-affiliated club using the AVCF yearbook for addresses asking for contributions towards the awards program for the show. Include in the letter a statement suggesting that they can designate a specific category for the award or indicate it can be used where needed.
8. Write a letter to as many commercial vendors as you deem necessary to secure gift certificates. [See Commercial Contacts list – Exhibit B.]
9. Forward all checks to the AVCF Treasurer for deposit.
10. Prepare envelopes for the awards presentation. Determine how to distribute cash and gift items that have been contributed as awards. Provide the name and address of the award donor on the envelope to enable the recipient to write a note of thanks.
11. Provide the Entries Chair with a list of all special awards two weeks before the show so qualifying entries can be marked for the judges and the information can be entered in the computer database for the show.
12. Provide a copy of the special awards list to the Judges Chair two weeks before the show, so the exhibits may be judged accordingly. The Judges Chair will make copies of this list to give to each panel.
13. Calculate the total money collected for awards (and already sent to the AVCF Treasurer). Send a request to the AVCF Treasurer for funding two weeks prior to the show. Include in the request the total amount needed and in what denominations the money should be provided. The Treasurer will give the designated bills to the Awards Chair at the beginning of the convention. If the Awards Chair prefers the money before the convention, the AVCF Treasurer may send the Awards Chair a check for the full amount for processing, and the Awards Chair will be responsible for obtaining the denominations necessary for insertion into the envelopes.
14. Plan to be in the showroom/area during judging to ensure that the judges give out all awards.
15. Receive the list of awards from the Entries Chair after each Best in Class and Best in Section is judged and then the remaining awards after the judging process has

## African Violet Council of Florida Convention Manual

- concluded to assist in the allocation process, and mark each winner's name on the appropriate envelopes so you will be prepared for the presentation of awards at the Awards Dinner.
16. Return any gift certificates, gifts and funds donated for specified awards not awarded to the person(s) who submitted those awards.
  17. Be aware of the priorities for monetary awards when allocating contributions. Listed in order of importance, they are as follows: Best AVSA Collection, Best DAVS Collection, Best in Show, Second Best in Show, Best Design, Second Best Design, Best Standard, Best Semi-miniature, Best Miniature, Best Trailer, Best Gesneriad, Best Container Garden, Best Interpretative Plant Design, Best Interpretative Flower Design, then any Best in Section exhibits that have not already been designated for an award. If additional funds are available, allocate an award for each Best in Class exhibit that has not already been designated for an award. **Try not to repeat awards to make the money go to as many people as possible.** For example: "Best Gesneriad" would already be receiving a Best in Section award. If there is a dilemma in making a final decision on allocation of awards, consult with the Show Chairman.
  18. According to the *AVSA Handbook for Growers, Exhibitors and Judges*, a Tricolor rosette may be designated for the best African violet with a score of 95 or above. However, this is an optional award. A Tricolor rosette is also available, but again optional for the best exhibit in the design division with a score of 95 or above. Check with the Show Chairman to see if these rosettes will be given. If so, ask the Show Award Ribbons Purchaser to buy them.
  19. Provide a list of all donors to the awards program and place a copy (without the amounts listed) at each table at the Awards Dinner.
  20. Present the awards at the Awards Dinner, announcing the winner as well as the donor of the award at the time the award is presented.
  21. Write a thank-you article for *The Florida Connection* that includes the donors' names (without the amounts donated noted) and send it to the editor in time for the October-December issue.
  22. Prepare a list of winners and send it to the editors of *Dixie News* and *The Florida Connection* at least two weeks after the show.
  23. Visit the African Violet Society of America's website ([www.avsa.org](http://www.avsa.org)), click on "Members Content," provide the current name ("member") and password (the last word of the President's Message in the current *African Violet Magazine*), fill out the form and press submit. The content of the form will be published in the next AVM.
  24. Write or email a thank-you note to the commercials who responded, to foster good relations for future requests.
  25. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
  26. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **Award Ribbons Purchaser shall:**

Note: See Exhibit C for a suggested Ribbons Inventory for the show.

1. Retrieve the award ribbons from the Properties Chair and check them against the inventory list [See Exhibit C]. Determine the needs and order only what is necessary. Count the number of sections and classes from the show schedule to determine the number of Best in Section and Best in Class ribbons required. Ribbons, as needed, are ordered from “B” Hive Awards & Advertising Specialties, 1810 N. Hercules Avenue, Clearwater, Florida 33765, telephone (727) 442-7163.
2. Order a lavender rosette, imprinted “Alice Yawger, AVCF Founder’s Award,” if one is not already in the ribbon inventory. This ribbon is presented to the second best semi-miniature African violet in the show.
3. Check with the Show Chair to see if Tricolor rosettes will be awarded for the best African violet with a score of 95 or above or for the best exhibit in the design division with a score of 95 or above, as described in the *AVSA Handbook for Growers, Exhibitors and Judges*. These awards are optional.
4. Ensure that all ribbons are delivered to the Judges and Clerks Chair in the showroom before judging. Remind the Show Chair to deliver the AVSA and DAVS Collection ribbons to the Judges and Clerks Chair as well.
5. Pick up leftover ribbons at the conclusion of the show, inventory them for the next year and return them to the Properties Chair for storage. Ribbons may be given at the convention to the next Show Award Ribbons Purchaser, if known.
6. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
7. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **Classification Chair shall:**

1. Work with the Show and Entries Chairs to eliminate all unnecessary noise and interruptions during the Entries process. Both Classification and Entries require undivided attention and concentration. Therefore, it is desirable to have a separate room with a door that can be closed.
2. Work with the Show and Entries Chair to set up a work area that provides a smooth flow of exhibitor's entries beginning with Classification and flowing through Entries with minimal disruption.
3. Work with Entries to provide a table located outside the Entries and Classification area that will be used by Exhibitors to sign in, turn in their Exhibitor's List of Entries Sheets and pick up their number to be called to begin the Entries process.
4. Classification and Entries are made up of a team of at least three people and two laptops. One person and one laptop would be used for classification, and one person and one laptop for entries. An additional person is recommended to place nametags with each plant, attach a sticker with the price of the plant if it is to be sold, and a sticker to identify the plant if it qualifies for a special award.
5. Ensure you have the most recent issue of the AVSA *African Violet Master List of Species and Cultivars* and bring it to the convention. This is a reimbursable expense unless the Classification Chair wishes to keep the copy for personal use.
6. Bring any *African Violet Magazine* updates that have been published since the date of the newest *African Violet Master List of Species and Cultivars* to the convention.
7. Bring the Dixie Varieties List, which can be downloaded from the DAVS website, to the convention.
8. Utilize the AVSA *First Class* program to provide further identification. A second laptop separate from Entries would be useful for this purpose.
9. Bring any current hybridizers' or vendors' catalogs to the convention for identification purposes that you may be able to acquire.
10. Bring a measuring tape or appropriate-size rings to determine proper diameter of semi-miniature and miniature African violets being entered.
11. Ensure all plants conform to the show schedule before the entry process, which includes, among other things, inspecting all entries to ensure they are free of any evidence of pests or diseases, disqualifying those that do not pass inspection as specified in the Classification committee section in the AVSA *Handbook for Growers, Exhibitors and Judges*.
12. Ensure AVSA or DAVS plant registration and membership numbers are on the exhibitor's entry sheet, as the Entries program requires this information on the Collection Class sheets.
13. Check exhibits against the entries sheets for accuracy and any possible misclassification after the entry process has been completed and all exhibits are placed.
14. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
15. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## African Violet Council of Florida Convention Manual

### **Design Chair shall:**

1. Be responsible for the design schedule, design reservations and staging of the design area at the show, requesting assistance where needed.
2. Work with the Schedule, Show and Convention Chairs to develop the show theme and colors twelve months before the show.
3. Create the Design Division section of the schedule and send it to the Schedule Chair by February 1 so that it may be incorporated into the final show schedule. Ensure that the schedule is original, the descriptions succinct and will challenge the artistic imagination of the designer.
4. Advise the Staging Chair how many niches and elevated structures will be required to implement the design schedule.
5. Distribute a draft of the design schedule to the AVCF members at their Spring meeting.
6. Submit a form for the submission of design reservations to the editor of *The Florida Connection* for the June issue.
7. Set a cut-off date for design reservations.
8. Set hours for designers to work on their exhibits the night before and the morning prior to judging.
9. Accept reservations for design classes and transmit any corrections or changes to those persons entering design classes. Confirm these reservations to the exhibitors.
10. Advise the Staging Chair one week ahead of the show how many design reservations have been made for each class.
11. Work with the Staging and Placement Chairs to:
  - ✓ ensure all small designs are raised so they can be seen at eye level;
  - ✓ provide appropriate elevation objects for any trailing gesneriad exhibits that may be entered (these can be covered boxes, coffee cans, or clean white pots);
  - ✓ designate a location in the design area without direct sunlight or large light fixtures to avoid glare and distortion.
12. Prepare and place cards for the niches before the entry process begins, indicating the names of the persons assigned to each niche.
13. Ensure before judging begins that each design niche has a 3x5 card prepared by the designer listing materials used.
14. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
15. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

**African Violet Council of Florida  
Convention Manual**

**Education & AVSA Information Exhibit Chair shall:**

1. Work with the Show Chair to determine the type and size of exhibit to be set up and a location that will encourage visitors to visit the display. This Chair preferably should be a local person for ease in transporting items for the display. The education and information exhibits can be divided into two parts: one on African violets and one on AVSA, which permits double points to be achieved. Refer to AVSA's *Handbook for Growers, Exhibitors, and Judges* for more detailed information.
2. Check with Properties Chair to see if we need to order AVSA culture folders. Ensure that the AVSA culture folders used are current and that the information contained in the display is up to date.
3. Order 25 back issues of *African Violet Magazine* from AVSA for distribution to potential members. AVSA will charge for postage only.
4. Encourage Council-affiliated clubs to provide a flyer about their organization for the table as well as provide membership applications.
5. Display forms for AVCF membership as well as copies of *The Florida Connection*.
6. Strive to make the education section of the exhibit fresh. The education boards used should be dated on the back and changed totally every few years.
7. Ensure the table is staffed at all times the show is open to the public.
8. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
9. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.



## **African Violet Council of Florida Convention Manual**

### **Entries Chair shall:**

Note: See Exhibit D – rules for Horticultural and Design Exhibitors, Sales Table Participants and Sellers of Show Plants

1. Coordinate with the Schedule Chair to determine the hours for entries so the information can be included in the show schedule.
2. Place a reminder in *The Florida Connection* in both the June and September issues regarding the entry process; the times Entries will be open; necessary requirements for entries in the Collection classes, such as an AVSA or DAVS membership card; and registration numbers for the plants being entered. Remind potential entrants that while we appreciate all of your efforts to bring entries to the show to not wait until the final deadline to enter as it will substantially delay the placement and final show inspection process.
3. Remind *The Florida Connection* editor to include the Instructions for Horticulture and Design Exhibitors, Sales Table Participants and Sellers of Show Plants as well as the Exhibitor's List of Entries Sheet and the Show Plant Sales Form with the show schedule. (See Exhibits D, E and F)
4. Coordinate with Properties Chair whether AVCF has the most current AVSA Entries and First Class programs and order if necessary.
5. Arrange to provide all necessary computer equipment.
6. Check with Properties Chair three months in advance of the show to see how many entry cards are on hand. Order whatever is needed to ensure at least 400 cards are available for entries.
7. Have a minimum of a ream of computer paper on hand. Check with Properties Chair before purchasing.
8. Have an extra ink cartridge on hand if the one in the printer is not new.
9. Enter the show schedule, list of awards and membership list to the First Class Entries Program on the computer one month in advance of the show.
10. Work with the Show and Classification Chairs to eliminate all unnecessary noise and interruptions during the Entries process. Both Classification and Entries require undivided attention and concentration. Therefore, it is desirable to have a separate room with a door that can be closed.
11. Work with the Show and Classification Chairs to set up a work area that provides a smooth flow of exhibitor's entries beginning with Classification and flowing through Entries with minimal disruption.
12. Work with Classification to provide a table located outside the Entries and Classification area that will be used by Exhibitors to sign in, turn in their Exhibitor's List of Entries Sheets and pick up their number to be called to begin the Entries process.
13. Classification and Entries are made up of a team of at least three people and two laptops. One person and one laptop would be used for classification, and one person and one laptop for entries. An additional person is recommended to place nametags with each plant, attach a sticker with the price of the plant if it is to be sold, and a sticker to identify the plant if it qualifies for a special award.
14. Eliminate the Exhibitor Number from the top of the card during the Entries process to prevent judges from determining plants grown by the same exhibitor, which could potentially affect their decision.
15. Place colored stickers on entry cards for plants eligible for special hybridizer awards. The Awards Chair will supply a comprehensive list at least two weeks before the

## **African Violet Council of Florida Convention Manual**

- show. Check with the Properties Chair to determine if any more stickers need to be purchased.
16. Ensure that the AVSA and DAVS Collection sheets have been filled out correctly and provide them to the Judges and Clerks Chair.
  17. Print all judges' and clerks' sheets before the judging process begins.
  18. Require that the exhibitor present a Show Plant Sales Form (See Exhibit F) for any show plant they wish to sell. The form and instructions for selling show plants have been sent to Exhibitors (Exhibit D and F) with their show schedule. (The exhibitor presents the form to the Entries Chair and after Entries, to the Show Plant Sales Chair.)
  19. Print the AVSA Collection point score sheets and the Judges' Standard Show Award ("SSA") form after the judging process has been completed and hand it to the Show Chair. The form shows the number of blue, red and white ribbons awarded, the number of members exhibiting, and the total number of horticulture and design exhibits in the show.
  20. Print the list of awards as each Best in Class and Best in Show information becomes available and hand it to Awards Chair. After the judging process has concluded, print the remaining awards and hand it to the Awards Chair.
  21. Print the Exhibitor's award sheets after the conclusion of the judging process and distribute them to the exhibitors.
  22. Provide a list of how many entries were exhibited in each class in the previous year's show to the next Show Chair for use in developing the schedule.
  23. Return all unused entry cards, colored stickers, paper and Council's First Class and Entries programs to Properties Chair.
  24. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
  25. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **Focal Point Chair shall:**

1. Plan the design and staging of the focal point once the theme of the show is revealed.
2. Purchase supplies to illustrate the show theme.
3. Construct the focal point with the assistance of the Host Club once the showroom tables have been set up.
4. Break down the focal point with the assistance of the Host Club once the show closes and the plants have been removed from the tables.
5. Return any usable supplies purchased by the Council to the Properties Chair.
6. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
7. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

*(This position will be filled by the Show Chairman if a separate hospitality room is designated by the hotel. Because most hotel contracts advise that no food or beverages may be brought into the hotel during a scheduled function, a separate hotel room or suite is beneficial because the hotel rules do not apply to food brought into these rooms.)*

### **Hospitality Chair shall:**

1. Make plans to visit the hotel to see the room that has been designated as the hospitality suite and determine what amenities are available in the room such as a refrigerator, storage area, counters or serving areas. If personal inspection is not possible, seek this information from the Show or Convention Chairs.
2. Work with the Show Chair to determine the hours that the hospitality suite should be open and make appropriate arrangements to staff the room at all times with volunteers that would come most likely from the Host Club.
3. Be prepared to provide snacks, coffee, tea and sodas during the entries and set-up time for the show.
3. Receive information from the Judges' Chair as to the time the judges' and clerks' instructions are given so that the hospitality suite can be prepared with coffee and breakfast items that morning unless a complementary breakfast is being provided by the hotel.
4. Request food donations for the suite by inserting a notice in *The Florida Connection* prior to the show and follow up to ensure enough food items will be available. Popular past items have been home-made cakes, cookies, fruit, bagels/cream cheese, yogurt, cheese/crackers, chips, and finger sandwiches at lunch time. (Keep in mind that many show workers are unable to leave the hotel for a meal at lunch.) Additionally, most people coming from out of town will bring dry foods (cookies, crackers, chips, nuts, etc.) and Hospitality should concentrate their efforts to foods more filling (sandwiches, salads, veggies, etc.) that would require refrigeration.
5. Stock the room with plates, napkins, forks, spoons, stir sticks, coffee, tea, sugar, and creamer. Have both a coffee pot and a pot for hot water.
6. Ensure that the room is properly cleaned up at the end of the show.

## **African Violet Council of Florida Convention Manual**

### **Judges and Clerks Chair shall:**

Note: See Exhibit G for a sample of a typical Council judges' and clerks' application blank.

1. Submit an application blank for interested, qualified judges and clerks to volunteer their services to the editor of *The Florida Connection* for publication in the April-June issue. Keep in mind that some judges need the judging experience to continue their eligibility as AVSA judges [See Exhibit G].
2. Ensure each judge who volunteers is currently AVSA certified by obtaining a current list of Florida judges from the AVSA website (confirm with the AVSA office that it is current).
3. Create as many panels as possible to utilize all persons who volunteer for judging with three judges to a panel. A minimum of three panels is needed; there is no maximum number of panels. Only one student judge is allowed on a panel. A minimum of one clerk is assigned to each panel. If there are enough volunteers, assign two clerks to a panel. If additional clerks are needed, recruit from those registered for the convention.
4. Send a confirmation postcard or e-mail to all persons who volunteer. Request that they familiarize themselves with the show schedule prior to the show and inform them they are required to present an up-to-date AVSA membership card and Judge's Certificate to the Judge's Chair at the convention before judging. Verify the information before the judging process begins.
5. Two months before the show, check with the Properties Chair as to the quantity, if any, of clipboards, baskets, sharpened pencils, staples, calculator and paper in the Council's supplies. (Local clubs and/or the Host Club may be able to provide baskets.) Purchase any necessary supplies.
6. Receive a list of special awards from the Awards Chair two weeks before the show. Make copies of the special awards list for each panel. Prepare copies of instructions for both judges and clerks. (See Exhibit H for suggested instruction list.)
7. Be prepared to sign the show schedule if requested by a judge.
8. Assign judging panels, clerks to judging panels, classes to be judged by the panels, and special awards to be judged by the panels prior to the show, keeping in mind that the assignments may require reassignment should one of the participants fail to show. Be mindful of some judges' area of expertise; i.e., gesneriads, designs, semi-miniatures, etc., when assigning the judges' panels and avoid areas that individual judges may routinely enter in the show to avert as much conflict of interest as possible.
9. Advise the Hospitality Chair the time and date that the judges and clerks will meet for instructions prior to judging in order that coffee and snacks will be made available during that event.
10. Review all entries on Friday night before the show: re-evaluate each judging panel's assignment and make adjustments so that each panel finishes at approximately the same time.
11. Receive the AVSA and DAVS award ribbons from the Show Chair. Receive show award ribbons from the Awards Ribbons Purchaser. [See also item 21.]
12. Receive cards from Staging to be placed on empty spots where winning plants have been moved to the focal point place of honor.
13. Select a panel of five judges to determine the AVSA Standard Show Award. Select one of the five judges as the Chair of the Panel, who will be responsible for the correctness of the form. On the day of judging, advise all the selected judges of their assignment before the judging process begins.

## African Violet Council of Florida Convention Manual

14. Give each judging panel its clipboard containing the panel's judging assignment, sharpened pencils, signed show schedules, a list of special awards to be judged and instructions sheets at the designated time on the day of judging. Review the instructions with the judges and ask if there are any questions. Remind them to legibly write **all** awards given for each exhibit on the entry cards because the clerks need to accurately record this information.
15. Advise judges that if a judging panel has been assigned to judge both horticultural and design entries, the panel should begin with the design entries because of the fragility of the cut flowers and the plants in the container gardens and other designs.
16. Encourage the judges to write comments for all exhibits not receiving a blue ribbon.
17. Have a supply of small sheets of paper available for judges to use, if requested, to break ties in their judging process.
18. Give each clerk his/her panel assignment, a basket with ribbons and an instruction sheet at the designated time on the day of judging. Review the instructions and ask if there are any questions. Ensure that the clerks understand which number should be used on their entry sheets and check the results as sheets are completed to avoid unnecessary errors given to Entries. Remind clerks to mark the computer-printed entry sheets with **all** the awards given to each exhibit. Record the entry *book* number (**not** exhibitor's number) for the special award exhibits.
19. Select a judge from one of the panels to be the Chair of the Panel.
20. Inform the judges that all will choose Best in Show and Second Best in Show for Horticulture and Design with the Chair of the Panel supervising. If time is a factor because of the number of exhibits and time needed for judging, the judges who judged horticulture can be assigned to select the Best in Show and Second Best in Show Horticulture, and the judges who judged design can be assigned to select the Best in Show and Second Best in Show Design.
21. Be in the showroom during the judging process and make yourself available to answer any questions or handle any problems that might arise.
22. Advise Clerks to place all ribbons to be awarded on a separate table in an orderly manner to aid placement during the judging process.
23. Remind Clerks that they should review the show schedule and basic rules, making particular note where the various classes are located in the showroom as well as which classes their judges' panel will judge. Advise them they are responsible for providing supplies requested by the judges' panel.
24. Inform Clerk #1 that his/her responsibility is to record the blue, red or white ribbon awards, decided by the judges, on the entry sheets. Inform Clerk #2 to collect the applicable ribbons and place them next to each plant. If only one clerk is assigned to a panel, that clerk will perform both responsibilities.
25. Ask the clerks to unfold the exhibitors' cards to reveal the names of the exhibitors after **all** judging is completed, including the special awards. The clerks may also move winners to a focal point place of honor if one is designated, and placing a card (supplied by Staging) on the empty spot indicating the plant has been moved to the focal point place of honor.
26. Receive the AVSA Collection point score sheets and the Standard Show Award ("SSA") form, display cards, the show critique sheets from the Show Chair.
27. Arrange a work area outside of the show area for the judges' final tabulation for the AVSA Standard Show Award. The Chair of the Panel will preside at this tabulation meeting. Provide a calculator, paper and completed form needed for the process.
28. Provide the AVSA Collection point score sheets, the Judges' Standard Show Award ("SSA") form and display cards, the show critique sheets to the Chair of the Panel,

## **African Violet Council of Florida Convention Manual**

- after the judging process has been completed. The form shows the number of blue, red and white ribbons awarded, the number of members exhibiting, and the total number of horticulture and design exhibits in the show. When completed, the Chair of the Panel returns all forms, including the unused SSA card, to the Judges' Chair who, in turn, gives them to the Show Chair. The winning SSA card is then placed on the focal point table.
29. Thank the judges and clerks for their services after judging has been completed. If you like, write thank-you notes before the convention and hand deliver them to the judges and clerks at the conclusion of judging.
  30. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
  31. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **Plant Placement Chair shall:**

1. Recruit an adequate number of volunteers to carry plants and entry cards from the entry area to the show area, placing them in the appropriate classes to ensure the completion of this process in a timely manner. Appointed volunteers should report to the Plant Placement Chair and, with the exception of the President, Show and Convention Chairs, they are the only people authorized to move plants.
2. Be present at the show entries area at the time the placement process begins.
3. Post signs in appropriate places reminding people not to pick up or touch show plants.
4. Ensure a stake with the plant name is placed in each entry and the entry card is beside it.
5. Notify the Classification Chair if a plant appears to be in the wrong class.
6. Rearrange plants for better spacing of exhibits for overall beauty of the show with the Show Chair's assistance after all exhibits have been placed. Ensure that plants in the Collection classes are placed in the same order as shown on the point score entry sheets.
7. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
8. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities



## African Violet Council of Florida Convention Manual

### **Plant Sales Chair and Committee shall:**

1. Send all rules, guidelines and information regarding selling of plants or supplies to the *Florida Connection* editor by the deadline for the April-June issue. (See Exhibit D for instructions.)
2. Work with the AVCF Membership Chair to ensure all persons bringing plants or supplies for the AVCF Plant Sales Tables are a member of the Council.
3. Request start-up money from the AVCF Treasurer for making change and provide a money box to hold funds resulting from sales.
4. Request flats, boxes and bags (paper and plastic) from the Host Club to hold purchases made at the plant sales tables. Be prepared to bring a supply as well.
5. Advise sellers they must obtain a personal sales number assigned to them by the Plant Sales Chair to ensure that they will be paid for what they sell.
6. Send the Sales Table Procedure (part of Exhibit D) by e-mail or USPC to sellers at the time you assign their personal sales number.
7. Advise sellers they must have at least five entries in the show – either horticultural, design or a combination.
8. Advise sellers to prepare individual flags displaying the selling price, the name of the plant and their personal sales number. Remind the seller to include the plant's name on the pot as well in the event the flags are lost. Identify any plants not in bloom by attaching a photo or description tag to the plant.
9. Advise sellers that they are required to work (or provide a substitute to work in their place) a minimum of four hours at the sales tables as a member of the Plant Sales Committee. A sign-up sheet will be provided, but the Plant Sales Chair is authorized to assign vacant spots to sellers. Exceptions may be made at the discretion of the Plant Sales Chair for those who are working in other areas such as the Education Exhibit, Entries and Classification.
- 10. Advise sellers that only clean, healthy plants will be sold. Inspect all plants prior to accepting them for sale. Any plants having the appearance of disease or an unhealthy appearance will, at the discretion of either the Plant Sales Chair or Show Chair, be removed from the sales area. It is disrespectful to accept plants and then direct purchasers away from those plants indicating they are unhealthy specimens.**
11. Advise sellers of the commission for sale of their plants: they will receive 75% of the proceeds; the Council will retain 25%.
12. Order AVSA culture folders and drop one into boxes or bags holding purchases.
13. Have copies of "How to Grow African Violets From a Leaf" to give to each purchaser of leaves, if requested.
14. Provide a sign-up sheet for buyers to be notified of future shows.
15. Request leaf and cutting donations from AVCF members by writing to each affiliate. A member from each affiliate attending the show can collect and deliver the leaves. These, as well as all plants sold, should be identified using the identification tags supplied with the schedule packet or an equally informative label such as that generated from First Class. (See sample Leaf Identification Tag form – Exhibit I.) The money from the sale of leaves and cuttings goes entirely to the Council to help offset expenses incurred with the show.
16. Make arrangements to have adequate supplies for sale (fertilizer, tools, pots, potting mix, etc.).
17. Arrive at the sales area at least one hour prior to entries to begin arranging the sales area as plants arrive. Organize the area into standards, minis & semi-minis, trailers, leaves, and other gesneriads. Request assistance, if needed at this time, from the

## **African Violet Council of Florida Convention Manual**

- seller under your guidance. The Plant Sales Chair is responsible for designating ALL SPACE in the sales room.
18. Ensure that all plants are displayed with respect and that no seller's plants are allowed to overpower another seller's plants in terms of quantity displayed. Keep additional plants under the sales table for future placement on the tables. Restock plants on the tables in an equal distribution.
  19. Prevent plants from drying out during the show's duration by watering when needed.
  20. Appoint one person to be in charge of the cash box to eliminate change errors and ensure that the cash box is never left unattended.
  21. Provide containers for deposit of price tags and stakes at time of sale.
  22. Give plant tags and money (except for the start-up money for the next day) to the AVCF Treasurer at the end of each selling day.
  23. Return any Council property to the Properties Chair. Ask the host club for the following year (if known) whether they want any remaining flats, boxes or bags.
  24. Advise sellers they must return at the close of the show on Sunday afternoon to help separate and retrieve their unsold plants and assist in cleaning up the sales area.
  25. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
  26. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **Properties Chair shall:**

1. Check with the AVCF Properties Manager to determine the current stock and location of properties in storage.
2. Request the properties you will need for the show from the various locations listed and, once received, ensure everything is clean and ready for use at the show site. These include:
  - award ribbons and rosettes unless the Award Ribbons Purchaser has kept them from the previous year
  - table skirting
  - clips for holding the skirting to the tables
  - table coverings
  - show plant stakes
  - up-to-date AVSA culture folders (order current version if not)
  - ribbon for separating sections
  - special award stickers for entries cards
  - signage tents guiding the public to the show area
  - computer paper
  - entry cards
  - clipboards
  - baskets
  - pens and sharpened pencils
  - measuring tape or 6-inch and 8-inch rings
  - string, tape, staples
  - garbage bags
  - calculator to facilitate the judging process.
3. Work with the Host Club to transport niches that will be used according to the schedule.
4. Be responsible for ensuring the AVSA First Class and Entries programs are the most updated versions and order new versions if not. Store and provide them to the Entries Chair when requested. Ensure the Entries Chair returns them after the show.
5. Know the location of the niches so that you can supply this information to the Schedule and Design Chairs when asked. AVCF does not want to construct, transport and find storage for niches. Offer to assist in locating additional niches and providing construction advice if there is a shortage.
6. Return the items after the show has concluded to the locations listed on the properties inventory list and send an updated list to the Properties Manager for control.
7. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
8. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **Publicity Chair shall:**

1. Be responsible for advertising the show to the public because the success of the show depends, in part, on attracting a crowd (See Exhibit K for a starter publicity mailing list and Exhibit L for a sample Show Press Release and Flyer.) Research your local area to include newspapers within driving distance of the show.
2. Send invitations, posters or flyers to other plant societies, all African violet clubs in the state, federated garden clubs in the area and to libraries and stores selling plants and/or growing supplies located in the area of the show at least two months in advance of the show. In the notice, include information about which affiliate is sponsoring the show, what the theme is, the location, dates and hours it will be open to the public. Make your press flyer attract attention!
3. Send weekly press releases to the garden editors, where applicable, and feature editors of newspapers in the surrounding area of the show four weeks in advance. Include, if possible, a short article about African violets along with a photograph.
4. Send postcards to the host club's local mailing list of interested persons three weeks ahead of the show.
5. Call, well ahead of the show, newspapers, radio and television stations, where applicable, and offer African violet growers for pictures or interviews.
6. Send the appropriate information to any other garden-related media, including *African Violet Magazine*, *The Florida Connection* and *Dixie News*, on a timely basis.
7. Check with the Properties Chair to determine if ground signage is available to be displayed outside the hotel to assist the public in locating the show area. If not, make arrangements to have such signage made and be responsible for placing and removing the signs and returning them to the Properties Chair.
8. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
9. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report as well as any updates to the Publicity List that would assist the next person appointed to the position and make special note of any recommendations to change or add to the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **Schedule Chair shall:**

Note: See Exhibit M for a sample copy of a typical Council Show Schedule.

1. Work with the Design, Show and Convention Chairs to develop the show theme and colors twelve months prior to the show and advise the President.
2. Coordinate with the Entries Chair to determine the hours for entries so the information can be included in the show schedule.
3. Receive from the Show Chair a list of how many entries were exhibited in each class from the previous year's show to use in developing the Show Schedule.
4. Use the schedule suggested in Exhibit M for format and classes of the Horticulture Division. Only make changes that would make it a better schedule. Use the current issue of the *AVSA Handbook for Growers, Exhibitors and Judges* to include AVSA requirements.
5. Receive a copy of the Design Division section from the Design Chair by February 1.
6. Schedule the show hours the same as mall hours, if this is the type of venue selected for the show. Work with the Show Chair to determine the hours at other venues.
7. Appoint a proofreader to review the Schedule, paying particular attention to times and dates.
8. Submit the draft Schedule to the Show and Convention Chairs for final review by February 15 with Executive Board approval expected by March 1.
9. Obtain information from the Properties and/or Design Chairs on sizes and numbers of niches that are available and how many will be needed for the show.
10. Advise the Staging Chair if any designs will require elevation or special construction.
11. Forward a completed show schedule to the Show and Convention Chairs by March 1<sup>st</sup> so the Schedule can be submitted by the Show Chair to the AVSA Show Schedule Approver and DAVS Affiliate Awards chair by March 15. (Addresses for these persons are in the current *African Violet Magazine* and *Dixie News*.)
12. Forward a copy of the schedule after it has been approved by AVSA to the editor of *The Florida Connection* by May 15. Request the Editor to publish the schedule as an attachment as well as include the "Instructions for Horticulture and Design Exhibitors, Sellers of Show Plants and Sales Table Participants" (Exhibit D), Exhibitor's List of Entries (Exhibit E) and Show Plant Sales Form (Exhibit F) when the show schedule is published.
13. Forward a copy of the schedule to the AVCF Webmaster to be posted on the Council's website.
14. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any changes made to Exhibit M and any other recommendations to change the Convention Manual regarding your responsibilities.

## African Violet Council of Florida Convention Manual

### **Show Plant Sales Chair shall:**

Note: See Exhibit F for a Show Plant Sales Form and Exhibit D for instructions.

1. Be available in the show Entries area during the entry process to ensure that show plants being sold have proper paperwork and stickers.
2. Appoint one or two assistants so that one will always be available in the showroom during the hours the show is open to the public.
3. Have change available for sales. Request additional change, if needed, from the Plant Sales Chair.
4. Bring at least a dozen envelopes to use to distribute plant sale proceeds to each exhibitor selling plants.
5. Inform exhibitors wishing to sell show plants that they must list the plants by name and include the price they wish to receive on the Show Plant Sales Form (Exhibit F). Exhibitors must present this form to the Show Plant Sales Chair after they have completed the entry process for the show.
6. Be aware that Entries will place a sticker with the sale price marked on it on the bottom part of the AVSA Entry Card at the time of entry before the entry card is folded. The price sticker must be invisible during the judging.
7. **Advise the seller that the exhibitor may not change the price on his or her plant without advising the Show Plant Sales Chair (or assistants),** to ensure that the show plant sales forms will also reflect the price change.
8. Ensure that no show plants are sold until all judging is complete and the show clerks have unfolded all entry cards.
9. Inspect all the plants offered for sale after the judging has been completed and the clerks have opened the Entry Cards. Verify the plant against your list, ensure the price stickers are visible and the price is correct.
10. When a buyer desires to purchase a plant:
  - ✓ Advise the purchaser to bring the computer-generated plant Entry Card to the Show Plant Sales Chair.
  - ✓ Receive money from the buyer and give the buyer a claim check to present when they return to pick up their purchased show plant(s). Advise them they can pick up the plant 30 minutes before the show breaks down.
  - ✓ Write the name and telephone number of each purchaser on the back of the computer-generated plant Entry Card, and mark the front of the Entry Card “sold” so that no one else will try to buy the plant.
  - ✓ Enter the buyer’s information on the Show Plant Sales Form master copy [Exhibit F] that you received from the seller.
  - ✓ Verify the class for each of the plants that are being offered for sale on Exhibit F, so they are easily found in the show once the show closes. Ensure that the class number of the Entry Card matches the class number on the seller’s Show Plant Sales Form in the event that two identical plants have been entered in the show by different growers and only one is offered for sale.
  - ✓ Replace the Entry Card on the table near the plant in a timely manner.
11. Hold all money collected from the buyer in their respective envelopes placed in a receptacle separate from the commercial sales table’s money and keep an accurate record of what plants were sold by each seller to facilitate payment.
12. Ensure that sold plants are not removed from their places in the show area until 30 minutes before the breakdown of the show unless approval is secured from the Show or Convention Chairs. If plants are removed, be as discreet as possible so as not to disturb any remaining visitors in the showroom.

**African Violet Council of Florida**  
**Convention Manual**

13. When the show is officially closed, remove any remaining show sale plants to a separate table for pickup and then advise club members to claim their personal plants and commence the breakdown of the show.
14. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
15. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **Silent Auction Chair shall:**

1. Be responsible for requesting items from members and others for display on the Silent Auction table and preparing a list of those items to determine how much space will be required. Request an array of items including vintage leaves, starter plants of popular and exotic varieties not always available on the sales table.
2. Work with the Staging Chair to ensure adequate and well-positioned space for the auction and have “Reserved” signs available to prevent the space from being put to another use. It is suggested that four tables be initially allotted for the auction, releasing unused tables after the items are received.
3. Provide auction bid sheets for the donated items and arrange the items in an attractive manner.
4. Ensure that the auction tables are staffed during the times the show is open to the public.
5. Take appropriate steps to obtain the bidder’s contact information if the auction is open to bids from the public and ensure that the bidder would be willing to pick up and pay for the item before the show closes. If not, then the bid would revert to the 2<sup>nd</sup> highest bidder, and so on.
6. Designate a time for the auction to close and post the time on the auction table.
7. Be present when auction is closed to receive money and check out items to the winners.
8. Present money received at the auction to the AVCF Treasurer.
9. Follow up with unclaimed items by telephone or email and make arrangements for pick-up.
10. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the convention or within three days after the convention.
11. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities



## **African Violet Council of Florida Convention Manual**

### **Staging Chair shall:**

1. Receive from the Show Chair four months before the show a detailed floor plan of the show area and the number of tables that are available.
2. Determine the layout of the tables so that the show will have a pleasing appearance. Because several visits to the location will be necessary, it would be advantageous if the Staging Chair lived nearby. The plan should include the number of tables required for entries/classification, horticulture and design division of the show, as well as the educational exhibit, focal point, awards table and plant sales area. Setting up the layout of the show requires more than one trip to measure the area used for the show. Hotel room dimensions are *not* based on an African violet show. Fitting tables end-to-end requires exact dimensions. Allowances must be made in the set-up to remove tables if they are not needed by covering and skirting some tables separately.
3. Order the tables with the assistance of the Show Chair and arrange the time for delivery and pick-up if the hotel or show venue facility does not provide them. Advise the rental company of our non-profit status, as many rental places offer a discount to such organizations. Try to negotiate a price close to \$6.50 per table as a maximum price. Previous shows have customarily used around 55 six-foot tables and 10 to 12 folding chairs. Offer to post a sign thanking the company for helping with our show if it will help adjust the price. Prepare the sign and post it if this is part of the agreement. Secure an invoice from the renter and request a check from the AVCF Treasurer for the appropriate amount.
4. Prepare, with the assistance of the Show and Design Chairs, a detailed drawing of the table layout in the showroom two months before the show [See Exhibit N for sample layouts]. Provide copies to the Convention and Show Chairs as well as to the manager of the show location.
5. Work with the Convention and Show Chairs to identify a separate room for Entries and Classification that will have minimal disruption in order to facilitate their activities. Identify a different area close by for exhibitors to stage their plants prior to the entry process. Plan for a reception table to be located outside the entries/classification room for entrants to turn in their forms and obtain their entry number.
6. Ask the Properties Chair how many plant stakes are on hand and purchase enough for use by Entries and Plant Sales.
7. Determine the time for show set up and advise the Show Chair and Convention Chair.
8. Recruit six to ten volunteers to help with setting up, covering and skirting the tables.
9. Work with the Awards chair to design and set up a theme table for the top award plants.
10. Work with the Focal Point Chair to determine needs.
11. Purchase ribbons for separating sections and classes in the theme color of the show. Ask the Properties Chair if the Council has any ribbon stock on hand before purchasing additional ribbon.
12. Prepare cards describing each section and class, four months ahead of the show. Check with Properties chair before preparing the cards to see if the Council has any on hand that can be used. Also, prepare cards indicating that the plant has been moved to the focal point place of honor and give them to the Judges and Clerks Chair.

## **African Violet Council of Florida Convention Manual**

13. Place the cards indicating locations of each section and class on the tables at the beginning of each section and class.
14. Work with the Design Chair to:
  - Ensure all small designs are raised so they can be seen at eye level.
  - Provide appropriate elevation objects for any trailing Gesneriad exhibits that may be entered. These can be covered boxes, coffee cans, or clean white pots.
  - Designate a location without direct sunlight or large light fixtures to avoid glare and distortion for the design area.
15. Be available to assist the Show Chair during the show set up if there are any last-minute changes.
16. Return any unused Council property to the Properties Chair.
17. Remove all the niches when the show breaks down and return them to the hosting club or other provider. Collect the section and class description cards and discard.
18. Submit expenses to the Show Chair for review and approval. Once approved, submit receipts for reimbursement to the AVCF Treasurer as they occur, during the show or within three days after the convention.
19. Submit a report to the Show Chair within two weeks after the convention regarding your responsibilities (Exhibit A). Include any lessons learned in your report that would assist the next person appointed to the position and make special note of any recommendations to change the Convention Manual regarding your responsibilities.

## **African Violet Council of Florida Convention Manual**

### **AVCF Treasurer shall:**

1. Prepare a preliminary budget showing the previous year's expenses as well as suggestions for the current year's budget to be used for discussion.
2. Meet with the AVCF President, Convention Chair and Show Chair at the Spring meeting to review and approve the preliminary budget.
3. Serve as the Convention Treasurer. All approved convention-related expenses must be submitted to the Treasurer as they are incurred or within two weeks following the convention.
4. Serve as the Convention Registrar, taking reservations and collecting money for the meals.
5. Receive all checks for awards from the Awards Chair. Work with him or her to either bring the requested distribution to the convention and give it to the Awards Chair or write a check and mail it ten days prior to the convention to him or her, who will then be responsible for securing the cash denominations for distribution.
6. Report to the Convention Chair the number of reservations for each meal.
7. Deposit all convention monies in Council's checking account.
8. Mail checks to all persons selling plants or supplies at the convention, keeping the Council's share of those monies in the Council account.
9. Receive any outstanding expenses from the Convention, Show and Committee Chairs as they occur, during the show or within three days after the show, and pay them expeditiously.
10. Prepare a report of all convention income and expenses and submit it to the Executive Board as well as to the editor of *The Florida Connection* for the issue following the convention.

### **Cleanup Committee**

1. **At the close of the show, cleanup is a responsibility of all members of the African Violet Council of Florida!**

### **Convention Manual Committee shall:**

1. Meet once a year prior to the AVCF Spring meeting to review any changes or proposals made by the previous convention committee chairs.
2. Submit changes subsequently proposed by the committee to the Executive Board for review and approval.