

## **Stewarding**

Appoint before the show

Steward to a link between the judge and show secretary and exhibitors

They should arrive about an hour before judging

So they can check entries when they arrive

Can advise exhibitors:

where to place exhibit

How to lay out

Check numbers O.K.

Ensure staged as schedule

Assist new exhibitors

Note:

Pot sizes

Coloured / white potatoes

Shallot sizes

Onion weights

Tomato types

Exhibit numbers

Check the show layout, position of classes, sections etc.

Check class dividing tapes are in place

Note if space is O.K.

They should not have an entry in the section they are stewarding – so impartial

Steward should read the schedule before show so are familiar with it

Sort out any queries with the show secretary beforehand

If they move or make any changes to an exhibit they should inform the show secretary

Check the exhibitor's cards are in place – face down

Meet the judge, greet on arrival, introduce to other judges

Offer tea, coffee, squash

Indicate any exhibits that are NAS or other problems

Ensure judge is aware of any special awards

Indicate show layout, order of judging, class positions

Remove any coverings such as tissues, damp towels

Once judging starts – stand back, but be available, do not distract

Ensure hall / tent is clear of all except officials

Assist judge if asked to do so

Keep others away from the judge and ensure there is not too much talking

Pass on any queries from the judge to the show secretary

Ensure the judge judges all classes and awards all they intend to

If the judge NAS's ensure they leave the reason on a note

Put the prize stickers (awards) on to cards, do not turn over until all awards given

Pass any paperwork to the admin person / group

Get any judges signatures if required on score cards, paperwork, merit diplomas

Ask the judge for any comments / feedback when they have finished.

If there are any awards withheld ask the judge, why.

Do a final check to ensure everything covered.

Once the show opens patrol to keep an eye on the exhibits.