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# CACTUS and SUCCULENT SOCIETY of NEW MEXICO

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## CACTUS AND SUCCULENT SHOW CLERKS DUTIES AND RESPONSIBILITIES

### Preparation

Two judging teams are needed at the Spring show – one for cacti and one for succulents. Three clerks are needed for each team – Clerk #1 to work with the judges, Clerk #2 to count plants and move them as needed, and Clerk #3 to collect and arrange the 95+ plants on the front tables and to help rearrange the tables from which they came. Each team has a cart, on which are placed the ribbons ready to go on the plants, and the clipboard box containing an entrants' list, the list of plants, and other necessary items such as flags, pen, staplers, punch, etc.).

**Clerk #1:** Double check the completed display of plants, ensuring that the card labels for each category are well placed, that the plants are correctly located, and unneeded category labels are removed (those which have no plants). It is helpful to the judges if the plants of the same taxonomic kind are together in each category.

**Clerk #2:** Count and maintain a record of the number of plants in each category. Check that Novices are noted on the entrants list have marked their tags with an "N."

**Clerk #3:** Help move and arrange the 95+ plants, and assist as otherwise needed.

### Assistance During Judging

Don't crowd the judges while they are working on a category.

**Clerk #1:** When necessary place the plants in somewhat isolated groups, so that the judges will have a well-defined visual unit to consider. When the judging of a group is finished, place ribbons on the plants and a colored flag on 95+ plants to help Clerk #3 identify plants to be moved to Best of Show table. Be ready to help judges as needed – a glass of water, a spare pen, remove bad plants, whatever. Be sure judges initial the tags of plants with no awards.

**Clerk #2:** Work behind the judges and Clerk #1 to note the awards on the entrants list, so that a final count will be ready when needed (for the Sweepstakes award).

**Clerk #3:** Move 95-point plants to the Best of Show table (cacti on the left and succulents on the right). Rearrange plants as needed for a visually pleasing final display. Be sure Novice plants are isolated for judging for the Novice Best Cactus/Succulent awards. Do your best to keep visitors away and the noise level down – it's very annoying during the judging.

### Final Judging

**Clerk #1:** Work with the judges, show them the ribbons they need to award (Best Mammillaria, Best Cactus, Best Novice, Special Award for the Cactus section; Best Succulent, Best Euphorbia, Best Novice, Special Award for the Succulent section). See that the ribbons are correctly placed, and that the final arrangement is visually pleasing.

**Clerk #2:** Keep the records. Make a note of the Award winners. (The **Chief Clerk** will tally up the ribbon numbers for each entrant, and in case of a tie in numbers, count points: Blue ribbons – 4 points, Red ribbons – 3 points, White ribbons – 2 points, and Honorable Mention – 1 point.)

The entrant with the most ribbons wins the Sweepstakes award. Place the Sweepstakes ribbon on one of the winner's "front table" plants. Be sure to make a note of the Sweepstakes winner, who wins a subscription to the C & S Journal. Total up the final count for the entire show; it's interesting to know if the number of plants entered, and/or the number of entrants, is static or increasing. Check the counts of each category to make sure that no plant has been missed, and no plant has been counted twice.