

# Clerk Duties

## I. Clerk Duties

- A. Arrive at the show early to become familiar with the floor plan in order to guide the judges to their specific class assignments
- B. Turn off cell phone
- C. If in the GCA judging program, introduce oneself and distribute printed J3A evaluation forms to the approved judges on the panel before judging begins
- D. Do not crowd the judges nor make any comments unless invited to do so
- E. Remember the judges' deliberations are confidential
- F. Spell accurately, write legibly and quickly - may consult a smartphone for spelling queries
- G. The judges may dictate their comments to the clerks, or write out the phraseology themselves
- H. Awards for a class must not be put out until all of the comments for the class have been determined
- I. Confirm with judges that comments for a class completed are correct
  - 1. Judges may be asked to initial the final clerking comment sheet to ensure accuracy of award placement and comment wording
- J. One clerk should affix stickers or award ribbons on the winning exhibits
  - 1. Stickers or ribbons must be in place before special award judging
- K. One clerk takes the completed comment sheet to the typist or calligrapher who will inscribe the entry cards or small cards that will be attached to the entry cards. Or if instructed to do so the clerk will write the comments directly on the entry cards
- L. Turn entry cards to reveal novice status and award eligibility, but do not reveal names.
  - 1. The entry book is a backup to missed eligibility notations
- M. Entry cards should not be turned so that exhibitors' names are revealed until all panels judging for special awards have completed their deliberations
- N. The clerks' responsibilities are not completed until all comments, ribbons, and commendations are in place and entry cards are turned so that the exhibitors' names are exposed

## II. Floral Design, Photography or Botanical Arts Divisions - clerk duties

- A. Comments and recording awards:
  - 1. Clerks are responsible for taking notes during the judges' deliberations
    - a) One clerk may take all the notes
    - b) The second clerk should be responsible for placing the stickers or ribbons
  - 2. One clerk may be asked to take results to the entries chairman for recording in the entry book upon completion of judging
  - 3. May not touch entries





