



ROYAL BOTANICAL GARDENS
6th School for Horticulture Judges, Instructors & Exhibitors

HORTICULTURE SCHEDULE WRITING CHECKLIST

General Information

- Show name and/or theme.
- Who is presenting/hosting the show?
- Show date.
- Show location, including address.
- Contact information for questions (i.e. Show Chair, Registrar, Schedule Writer, etc.).
- When is the show open for public viewing?

Judging

- What rules are being used for judging (i.e. Ontario Judging and Exhibiting Standards for Floral Design and Horticulture, Second Edition OJES 2019)?
- Policy re: decision of the judge(s) and awards. Is it final or can it be appealed? If appealed, how?
- Will awards be given to substandard exhibits even if they are the only entry in the class?
- When will judging commence?
- Who may be in the show area (on the show floor) at time of judging?

Awards

- What are they (1st, 2nd, 3rd, HM, Best in Show, Judges' Choice, etc.)?
- Can more than 1 honorable mention be awarded per class?
- Are points and/or money attached to the awards? If so, explain.
- Acknowledge donor if awards are sponsored.
- When will they be awarded?

Exhibitors

- Who may exhibit?

Entries

- Origin of entries (i.e. in the exhibitor's possession and/or cared for by the exhibitor for a minimum of 3 months prior to show).
- Policy re: entry of harmful, poisonous or invasive plants (see OJES 2019, pg. 14).
- Species at risk should not be shown – give reference (see OJES 2019, pg. 14).
- Number of entries permitted per exhibitor per class if different species.
- Is pre-registration required? If so, provide contact info and cut-off date?
- When will entries be received/accepted (entry start & cut off time)?
- Where and when are entry tags available?
- Encourage naming of entries by botanical name to enhance the educational value of the show.

Entries continued)

- Are containers/vases supplied by the show or do exhibitors need to bring their own?
- How is container size measured for potted plants, collections etc. (i.e. inside measurement, metric and/or imperial)?
- Are cover pots permitted for potted plants?
- Policy regarding diseased or insect infested plant material.
- Policy re: wedging, staking, wiring or tying entries – permitted or not. If permitted, in what classes? Discrete wedging in cut specimen classes should be permitted – doing so often enhances the entry.
- Who is responsible for placing the entry in the class (exhibitor or show committee)? If exhibitor's responsibility, offer help for correct placement if possible.
- Who may move entries once they are placed on the show table?
- Policy re: subdividing classes – will classes be subdivided or not?
- When must entries be removed (start and end times)?
- Policy re: entries not removed at end of show. What happens to them?
- Statement about responsibility of exhibit safety and liability of host and venue.
- If more than a 1-day show, who is responsible for maintaining exhibits (i.e. topping up water in vases)?

Specimens

- Bud showing colour must be considered a bloom.
- Foliage shown with cut specimens must be attached. Unattached foliage is not permitted.
- When a definite number or quantity is specified, no more or less may be exhibited.
- Provide definitions i.e. spray. Use OJES glossary.
- Branches and vines – how are they measured (i.e. from lip of the vase/container)?
- Correct placement – if there is a specific class, that species may not be shown in a general or 'Any Other Cultivar' class.
- Collections – is each specimen exhibited in individual containers or all together in one container?
- Collections – minimum and maximum number of species/cultivars in collection. How many of each permitted?
- Hanging plants – how will they be displayed?
- Potted plants – one cultivar per pot.
- When asking for specific size (i.e. bloom, pot etc.) include the exact size as well (i.e.: X cm and under, over X cm; or under X cm, X cm and over). For pot size you could also say 'a maximum of X cm'.
- Multiple bloom entry – best to state: X stems/sprays - same species/cultivar.