



# Show Volunteers

RA Centre, 2451 Riverside Drive

April 22 and 23, 2017

Set-up Friday, April 21



# ORCHIDOPHILIA

## OTTAWA ORCHID SOCIETY

36<sup>th</sup> ANNUAL  
ORCHID SHOW

**APRIL 22 & 23, 2017**

ORCHID DISPLAYS ✕ ART GALLERY ✕  
ORCHID VENDORS

36<sup>e</sup> EXPOSITION ANNUELLE  
D'ORCHIDÉES

**LES 22 & 23 AVRIL 2017**

EXPOSANTS ✕ ŒUVRES D'ART ✕  
VENTE D'ORCHIDÉES

*Epidendrum Comet Valley 'Orange Star'*



Photo © Arlene Lang



PHOTOGRAPHERS:  
TRIPODS WELCOME SUNDAY 9-11AM

PHOTOGRAPHES :  
TRÉPIEDS AUTORISÉS DIMANCHE (9-11 H)

Saturday: noon to 5:00pm  
Sunday: 9:00am to 5:00pm

Samedi : de 12 h à 17 h  
Dimanche : de 9 h à 17 h

General admission: \$12  
Seniors (60+): \$10  
Children (8-12): \$10

Entrée : 12 \$  
Ainé(e)s (60+) : 10 \$  
Enfants (8-12) : 10 \$



Centre RA Centre  
2451 prom. Riverside Dr. Ottawa, ON

[www.ottawaorchidsociety.com](http://www.ottawaorchidsociety.com)



# Why Volunteer?

- We need you!
  - The Show depends 100% on volunteers
- It's fun!
  - The more you put in the more you get out
- It's free!
  - All volunteers get free admission
  - Free food for volunteers



# Volunteer Knowledge Levels

- Low
  - Know which end is up (hint – flowers go on top!)
  - Tell a live plant from a dead one (usually)
- Medium
  - Know an orchid when you see one
  - Know a Cattleya from a Phalaenopsis
- High
  - Recognize most orchid families
  - Know when a plant is in good condition or not
  - Know what questions to ask
- Expert
  - People ask you questions, and you know the answers



# Clerks

- Part of each judging team
- 3 clerks per team
- Help with the judging process
  - Locate the plants in exhibits
  - Put the ribbons on the winners
  - Note down the judges first, second, third, HM
- Saturday morning
  - Start at 8AM
  - Finish around 11AM

Orchid knowledge:  
Medium to high



# OOS Exhibit

- Help with OOS display setup
- Help with recording plants brought in
- Help with staking plants, cleaning pots, etc
- Help with plant name tags
  
- Friday afternoon and evening  
– 5PM to 9PM

Orchid knowledge:  
Medium to high



# Hospitality

- Bring in food items for the OOS table
- Help organize the kitchen area
- Help preparation and display of food
- Help set up drinks, coffee, etc
  
- Friday afternoon/evening
  - 3PM to 6PM setup; open 6-9PM
- Saturday and Sunday, open all day
- Volunteer shifts

Orchid knowledge:  
None



# Membership

- Sit at the membership desk
- Answer questions about the OOS
- Try to enlist new members
  
- Saturday afternoon
  - Noon to 5PM
- Sunday all day
  - 9AM to 5PM
- Volunteer shifts

Orchid knowledge:  
Low to medium





# Fragrance Exhibit

- Help to set up the fragrance display
- Help recording plants brought in
- Help organize the fragrance judges
- Help take down the fragrance display
  
- Friday evening setup
  - 5PM to 9PM
- Friday evening judging
  - 8PM to 9PM
- Saturday morning judging
  - 9AM to 10AM

Orchid knowledge:  
Low to medium



# Draw

- Help sell draw tickets
- Promote the draw to the public
- Needs enthusiasm and energy
  
- Saturday afternoon
  - Noon to 5PM
- Sunday all day
  - 9AM to 5PM
- Volunteer shifts

Orchid knowledge:  
None



# Orchid Care

- Answer questions from the public
- Be knowledgeable about orchids
  - Culture, watering, light, temperature, etc
  - Fertilizer
  - Pests and diseases
- Provide cultural information
  
- Saturday afternoon
  - Noon to 5PM
- Sunday all day
  - 9AM to 5PM
- Volunteer shifts

Orchid knowledge:  
High to expert



# Set-up and Take-down

- Help to set up the show
- Tables, curtains, notices, electrical, etc
  - Basics are done by Chez Lili and RA staff
- Black cloth table covering in art gallery
- Plastic sheets on tables in exhibit area
  
- Friday setup
  - 8AM to noon
- Sunday take-down
  - 5PM to 7PM

Orchid knowledge:  
None



# Admission

- Sit at admission table
- Receive the public
- Collect money and hand out tickets
- **MUST** be someone present at all times
  
- Saturday afternoon
  - Noon to 5PM
- Sunday all day
  - 9AM to 5PM
- Volunteer shifts

Orchid knowledge:  
None



# Plant Hotel

- Receive plants from the public
- Tag the plants and place in storage area
- Hand out plant identifier to the owner
- Return tagged plant to owner on request
  
- Saturday afternoon
  - Noon to 5PM
- Sunday all day
  - 9AM to 5PM
- Volunteer shifts

Orchid knowledge:  
Low to medium



# Art Gallery

- Setup
  - Welcome artists and help record artwork
  - Help with hanging on the walls
  - Help with take down
- During the Show
  - Watch to see artwork is not being disturbed
  - Collect money from sales
- Friday evening registration and setup
  - 4PM to 11PM
- Saturday afternoon
  - Noon to 5PM
- Sunday all day
  - 9AM to 5PM

Orchid knowledge:  
None

Art knowledge  
None needed



# Members Plant Sales

- Help receive and organize plants for sale
- Help at sales table
  - Deal with public
  - Take money, record amount
- Answer questions
  - More details - direct people to Orchid Care
  
- Friday afternoon/evening setup
  - 4PM to 9PM
- Saturday afternoon
  - Noon to 5PM
- Sunday all day
  - 9AM to 5PM

Orchid knowledge:  
Medium to high





# Registration

- Help with data entry into computer system
  - Needs to be high accuracy, error-free
- Help with recognition of plants
- Provide tags to entrants
- Help prepare judging sheets
  
- Friday afternoon setup
  - 3PM to 8PM

Orchid knowledge:  
High to expert



# Visitor Services

- Monitor show setup on Friday
  - Make sure everyone has a Show badge
- Monitor doors
  - No unauthorized people allowed in
- Take tickets during opening hours
- Generally monitor the show visitors
  - No touching displays
  
- Friday afternoon/evening setup
  - 3PM to 10PM
- Saturday afternoon
  - noon to 5PM
- Sunday all day
  - 9AM to 5PM
- Volunteer shifts

Orchid knowledge:  
Low



# Volunteer Now!

- We need you!
  - The Show depends 100% on volunteers
- It's fun!
  - The more you put in the more you get out
- It's free!
  - All volunteers get free admission
  - Free food for volunteers

No need to be an orchid expert!