**Tacoma Garden Club – Driven by Design FS 2023**

**Meeting Notes, September 14, 2022**

| **Topic** | **Detail** |
| --- | --- |
| **Show Schedule** | * Send comments/corrections on the current version to Karen no later than September 21.
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| **Volunteers** | * Karen will recruit sustainers to volunteer for show décor, floral arrangements etc.. Email Karen with the names of TGC sustainers who might want to volunteer for this activity.
* The Hospitality Committee will recruit volunteers for all other activities starting after January 2023.
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| **Passing** | * Judges will participate in Passing
* Passing will be conducted in the kitchen or just outside the kitchen area (not outside the building); some classes will be passed in place
* The museum has informed Staging that the Emergency Exit next to the kitchen will be left open for exhibit drop off. Staging will place an item on the pre-show task schedule to reconfirm this with the museum. Also need to confirm use of employee parking area for drop offs.
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| **Hospitality: gift bags** | * Hotels have been selected: Marriott (downtown Tacoma); Silver Cloud (Pt Ruston)
* Welcome bags
	+ Reusable and budget-friendly
	+ To reduce cost, the show logo will not be printed on the bags
	+ A show bookmark will be hole-punched and tied to the bag. The name of each judge and “welcome “will be printed on the back of the card
	+ Contents will include snacks/light meal
	+ Karen will inquire if the City of Tacoma can provide materials
	+ Bags will be distributed at the museum (not the hotels)
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| **Hospitality: floral decor** | * Planning on about 8 – 10 table arrangements for the judges dinner (final count depends on RSVPs)
* Hospitality will identify the total number of floral arrangements needed for the show.
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| **Hospitality: tables & chairs** | * Welcome table(s) will be placed outside ?outside what?
* Gift bags will need a table
* Snacks will be provided on tables in the workspace
* Floral tablecloths currently in storage will be used
* The total number of tables and chairs need to be identified
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| **Hospitality: Judges’ Dinner** | * Hospitality would like to comp the judges’ dinner.
	+ There will be a lot of Region XII shows this spring. A free dinner would ease the financial burden on judges and reflect well on Tacoma
* Currently $0 is budgeted for the judges’ dinner
* Hospitality will provide a budget estimate for the next team meeting Nov. 9th.
* Judges may bring a guest; guest will pay for their own dinner
* TGC members will pay for their own dinners.
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| **Publicity** | * A **bookmark** will be designed on heavy stock
* The back of the bookmark will be left blank. For judges, the bookmark will be printed with each judge’s name and “welcome” and tied to their gift bag
* Language for the **poster** needs to be finalized
* Feedback:
	+ Clarity on parking is needed. It is suggested that signs be used to direct the public to parking & entrance(s)
	+ Spell out and emphasize that this is a “Garden Club of America Flower Show.” Avoid the abbreviation “GCA”
	+ Streamline the amount of text and “busyness” on the poster
	+ Email Brenda with any additional feedback
	+ Add “Flower Show” in large font at the top of promotional materials.
* Publicity will contact organizations and individuals including NPA, Seymour Conservatory, Sue Goetz, Greater Tacoma Community Foundation; also, organizations that TGC donates to as listed on our website. Suggestions also include: Courthouse Square. Team members should send Brenda contacts for any organizations, locations or individuals they think should be contacted.
* Question: have we sent a special invitation to the National Garden Clubs? Who will address this?
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| **Staging: Floral Design** | * The following Staging requirements were resolved at the meeting or in follow-up after the meeting.
	+ Staging will paint cubes for FD4 and FD5
	+ FD exhibits are built on site. Staging will need to provide additional trashcans and brooms
	+ The location for judging FD5 (challenge) is still under discussion. One idea is to have the arrangements assembled in the foyer and relocated to the banquet room prior to judging. Cynce will discuss with Sybil.
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| **Staging: Photography** | * The following Staging requirements were resolved at the meeting or in follow-up after the meeting.
	+ Staging does not need to supply Velcro, museum putty, hooks, etc.
	+ Staging will transport the Photography boards from the storage unit to the museum
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| **Staging: Traffic Flow**  | * The doors to the banquet room next to the elevators will be open.
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| **Staging: Education - Conservation** | * The following Staging requirements were resolved at the meeting or in follow-up after the meeting.
	+ Staging will provide saucers/trays for plants
	+ Staging will locate posters from 2018 GCA Show in San Francisco – Zone XII Education exhibit
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| **Staging: Education - Speakers** | * The following Staging requirements were resolved in follow-up after the meeting.
	+ Staging will provide:
		- Box speakers
		- Projector cart
		- Podium
		- Microphone
		- A practice run for placement of equipment and speaker before opening
	+ Staging will let Dorothy know if we need to work with the museum’s AV vendor
 |
| **Staging: Hospitality**  | * The following Staging requirement was resolved in follow-up after the meeting.
	+ 60 chairs will be needed in Club Auto for judges/clerks
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| **Staging: Passing** | * The following Staging requirement was resolved in follow-up after the meeting.
	+ Staging will not need to provide tablecloths for Passing
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| **Registration** | * If entrants are having difficulty with the online registration process, they should be referred to the Division Regisration point of contact
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| **Entry Cards** | * A procedural guideline will be developed to help entrants complete the entry card. This will promote consistency
* If we want to mail entry cards to entrants in advance this will need to be added to the budget
* The Photography entry cards will be typed by the Chair (Neel) since they are submitted before the show opens
* Entry cards will be a mixture of typed and handwritten
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| **Upcoming Meetings** | * Refer to the meeting schedule for upcoming meeting dates
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| **Action Item** | **Owner** |
| --- | --- |
| **Send comments/corrections on the current version of the Show Schedule to Karen no later than September 21 Update send by October 24** | **All**  |
| **Email Karen with any questions for the Car Museum** | **All**  |
| **Email Karen with the names of sustainers who might be interested in volunteering to do floral arrangements for show décor** | **All** |
| **Create and circulate a volunteer sign up sheets at the General Meeting in February next year** | **Hospitality?**  |
| **Discuss judging location for FD5** | **Cynce & Sybil** |
| **Identify the floral arrangements needed by Hospitality by November 9th** | **Hospitality** |
| **Provide a updated, detailed budget estimate for hospitality before Nov. 9th FS Team meeting (not including show décor) Update ALL committees should be providing budget updates.** | **Hospitality / ALL Committees** |
| **Email Brenda with feedback on publicity materials and/or distribution** | **All**  |
| **Send special invitation to the National Garden Club** | **Owner?** |
| **Let Dorothy know if Staging needs to work with the museum’s AV vendor** | **Staging** |
| **Develop a procedural guideline for completion of the entry card**  | **Debi/Penny**  |
| **Review staging requirements noted on the “DBD Staging Report” emailed on 9/15 by Karen. .Provide positive confirmation or corrections to Staging (Carla and Vicky) by September 30** | **Division Chairs** |
| **Answer questions noted on the “DBD Staging Questions” document emailed on 9/15 by Karen. .Provide answers to Staging (Carla and Vicky) by September 30** | **All**  |