

LET'S TALK ABOUT RUNNING A SHOW

SUCCESS STARTS WITH PLANNING



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GETTING STARTED

Bird shows are ideal places to meet fellow fanciers and exchange information and ideas. To arrange a show however, requires time, effort and skill. The purpose of the exercise is for exhibitors to enjoy the show and want to come again. There are basically two types of show available to exhibitors, and those are the ones that carry patronage from specialist societies and the ones that don't. The difference between the shows is that non-patronage events can run the show within their own rules and don't have to follow specialist's society rules. The judges at these events don't have to be panel judges and a catalogue is not a definite requirement. Basic management of both events are similar and this fact sheet will cover both types of show.

WHERE DO WE START: With every event the most important thing to deal with is the date of the show. It would be unwise to clash with another local society as this would simply result in both clubs having small entries. It is advisable to stick to the same day and week number each year and hold a discussion with other societies if there is a clashing problem.

VENUE:

- * The venue needs to be accessible and suitable for both exhibitor and the birds themselves.
- * Ample ventilation is necessary together with light and facilities for catering.
- * There should be a suitable toilet area and the building should comply with all health and safety requirements.
- * School and church halls make excellent venues for bird shows and can be rented at reasonable rates.

Check lists for some important factors after date and venue are fixed:

- * A show committee should be elected to run the show which includes a Show Manager, a Show Secretary and deputies for each position. It is unwise for one person only to deal with either of these positions.



- * Insurance cover must be secured for the event relating to public liability.
 - * All equipment hired, such as staging must not be a risk to the public.
 - * Stewards must be aware of their duties.
 - * Facilities to cater for first-aid should be made available.
 - * A nominated person should be on hand to deal with sick birds.
 - * Smoking should not be allowed in the show hall.
 - * Refreshments should be available for visitors, judges and stewards.
 - * The hall should be left clean and tidy if you want to repeat the show.
- ELECTION OF OFFICERS:**
- * The key person at a bird show is the Show Manager.
 - * The Show Manager should always have an assistant in case they are unavailable at short notice at the time of the show. The same thing applies to the Show Secretary, who should also have an assistant.
 - * Whilst it is not possible for all shows to have veterinary assistance, a person should be nominated to deal with any ailing birds. Stewards can be nominated before the event or on the day of the show, and stewards duties should be highlighted to each individual so that they are aware of their responsibilities.
 - * Security of birds is vital at such an event and it is not the stewards job to simply move the birds from the bench to the judging area and return them to the bench after judging.
 - * The Show Manager may want to nominate a Staging Steward.
 - * The Show Manager may want to nominate a person responsible for overnight security.
 - * The Show Manager may need to nominate someone to deal with catalogue sales, entry admission and raffle.
 - * Select a person to front the catering arrangements.



The Bird Show at the Crystal Palace,
Sydenham, London;
from The Illustrated Times, 24 February 1866.

With the date of the show in place and the venue secured the club can elect the judges for the forthcoming event. For patronage shows, the judges must appear on the Specialist Society's Panel. In the case of non-patronage events this is not a requirement and most clubs will accept any champion exhibitor as a judge.

The judges have to be written to or Emailed, enclosing a stamped addressed envelope for their reply, and once you receive confirmation of acceptance their names can be entered on the show schedule as an official judge. Once all the judges have accepted the invitation, the schedule can be produced and circulated either to members only or exhibitors at previous shows.

ENTRY FORMS: Entry forms should include declarations by exhibitors, and areas to be considered should include the following:

- * A statement that the bird's health is first-class.
- * A statement that the bird is solely owned by the exhibitor(s).
- * That the rules for the show will be observed.
- * That the payment of entry is included and that a stamped addressed envelope would be appreciated.
- * That no smoking will be allowed in the hall. Exhibitors should sign a declaration of acceptance of these points.

ROLE OF SHOW MANAGER:

The Show Manager needs to keep in constant contact with the Show Secretary before the event to ensure the smooth running. They should ensure that the hall is definitely booked, and that staging is available to accommodate the number of birds at the show. They have to make sure that catering facilities are in hand for judges, stewards and the public. It is imperative that the correct number of stewards are available to erect the staging before the event and to dismantle it after the event. On the day of the show they may have to make instant judgements, so they must be aware of the show rules and be confident enough to make snap decisions. They should welcome the judges when they arrive, and ensure that they are offered refreshments during the course of the day. They must also ensure that the judging is carried out without delay but also without rushing the judges. Once the judging is finished, the prize cards and rosettes need to be put on the cages by the stewards. Judges need to be approached for expenses and thanked for their time. The hall requires to be left in a clean and tidy condition so that it may be used again for future shows. Payment for the hall needs to be arranged. It is always a good move to personally thank all stewards, helpers and catering staff.

ROLE OF SHOW SECRETARY

The Show Secretary writes to the judges to ask if they are available and would like to judge. The Show Secretary prepares the schedule of the event and ensures that they are sent to all judges, members and previous exhibitors. It is important to market the event via Cage and Aviary Birds. Exhibitors will forward their entry forms to the Show Secretary, and they compile the show catalogue where appropriate and sends the labels to the exhibitor to stick onto the show cages.

A Public Liability Certificate should be displayed in the hall. The Show Secretary is available on the morning of the show to assist in the check-in of birds and prepares a list of absentees for the judges. The Show Secretary will be involved in the making out of prize cards and the allocation of rosettes by the stewards in the hall. The Show Secretary will prepare a balance sheet of the day's transactions and also carry out the banking. The Show Secretary sends the results to societies who have granted patronage to the event.

ROLE OF STEWARDS

The first duty of a steward is to ensure that birds are watered on entry. Stewards should ensure that birds are staged in the correct cages, and put each class in turn before the judges. After judging they should ensure that birds are returned to the correct place. Prize cards and Prepare rosettes required to be put on relevant cages. Regular checks of water should take place and changed if the birds are staged overnight. With some species e.g. foreign softbills and nectar feeders, it will also be necessary for the stewards to ensure that the birds have sufficient food for the duration of the show.



At a Bird Show (Crystal Palace). Illustration for
Living London edited by George Sims
(Cassell, c 1900).

Guide to being a steward

- A good steward is of great benefit to a judge especially those who are good at administration.
- Do not carry more than two cages at any one time and always handle them with great care.
- Never leave show cages on the floor on any occasion before, during or after a show.
- Always have additional table space available to store winning birds.
- Only present one class at any time unless the classes are really small.
- Don't present birds in any particular order, allow the judge to move them as they wish.
- Always double check with documentation supplied that all exhibits are present.
- When returning exhibits to the staging, top up the water container, attach any place award.
- Leave enough room for the winning birds of all the classes on the staging.
- All winning birds should be stored separately ready for judging & awarding of specials.
- Never offer an opinion on any show related subjects unless the judge requests this
- Never enter into a conversation about any exhibit or its owner
- Assist the judge to allocate the various specialist awards ensuring that all are awarded.
- Take extra pride in completing all relevant documentation for your section.
- Be responsible throughout the show and display rosettes on winning cages.
- Confirm with show manager that everything expected is completed.

**The
Zoom Room**



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Judging Area Guidelines

Setting Up the Judging Area:

- The judging stands should be set up with a designated zone around them where only the judge may enter once the birds have been staged. This zone should be at least one meter away from the stands, ideally two meters.

Access During Judging:

- Only Club officials (including judges and stewards) are permitted to enter the exhibition hall while judging is in progress.
- It is recommended, though not required, that these individuals be clearly identifiable by a badge or similar form of identification.

Restrictions for Exhibitors and Attendees:

- Exhibitors and other attendees should not enter the show hall during judging unless they have an official role deemed necessary by the Show Manager.

Judging of Awards

- When staging birds for awards, arrange them from left to right according to their class numbers. After arranging the cages, only the judge(s) may change their positions until the section winner is decided.
- REMEMBER: Only Club officials, judges, and stewards are permitted in the exhibition hall during judging. No one should enter the judging area once the birds are staged.



Judging at the 2024 World Show

Depending on the jurisdiction that your show is held there is different Defra requirements to hold a show, please see below the relevant links/Docs below

<https://www.gov.uk/government/publications/poultry-including-game-birds-registration-rules-and-forms>

<https://www.gov.uk/government/publications/bird-gatherings-general-licence/general-licence-to-arrange-a-fair-market-show-exhibition-or-other-gathering-involving-the-collecting-together-of-captive-birds-in-england>

<https://downtheshed.ie/gov-links-documents/>

<https://downtheshed.ie/wp-content/uploads/2023/03/bird-gatherings-general-licence-for-wales.pdf>



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