

AMERICAN ORCHID SOCIETY
16700 AOS Lane, Delray Beach, FL 33446-4351
phone: (561) 404-2050 fax: (561) 404-2045

READ THE FOLLOWING CAREFULLY - IT MAY AFFECT YOUR SHOW/EVENT!

AOS wishes every orchid society success with its orchid show/event. The large number of orchid shows which are held each year, as well as the administrative and clerical tasks which each show/event entails for AOS staff, dictates that show/event sponsors adhere strictly to the regulations listed below.

1. Secure approval for the proposed dates and the proposed chair of judging for the show from the Center Chair either with an email request or by obtaining a signed show date approval card. In the case of an email request the Judging Center Chair will notify the AOS Awards Registrar via email of the show approval. If a show approval card is obtained, it must be sent to the AOS Registrar of Awards. In either case, notification of the show dates **must** be submitted to the office of the AOS Awards Registrar at least six months in advance of the show/event dates.
2. Secure the services of an accredited, senior or emeritus judge, as described in the Handbook on Judging and Exhibition, section 5.6.1(1) to be the judging chair of the show.
3. Secure commitment from at least four (4) other judges, of which at least three (3) are accredited, see section 5.6.1(2).
4. The enclosed *Judging Request Form* and *Show/Event Data Sheet* must be completely filled out and returned to the Awards Registrar and to your Center Chair within 30 working days. For show/event dates and information to appear in the "Dates for Your Orchid Calendar" column of *Orchids*, the magazine of the American Orchid Society, for three consecutive months, the show data sheets must be returned **at least four months in advance** of the show/event date.
5. Submit payment of show fees with above materials (2). Every show/event must pay a fee of \$50.00. If the AOS Show Trophy is desired, an additional fee of \$60.00 (for a total fee of \$110.00) must be paid. These fees are necessary in order to partially offset the cost of services provided by AOS to the show/event, including publicity in *Orchids*, on OrchidWeb, the judging kit, the show trophy and their transport.
6. Notify the AOS Registrar of Awards and your Center Chair of the names of AOS judges who have agreed to serve at your show/event, as well as the approved Show/event Judging Chair.
7. Notify the AOS Registrar of Awards and your Center Chair of the name and address of the person who has agreed to do the photography at your show/event.
8. Obtain and consult a copy of the AOS *Handbook on Judging and Exhibition*. It is a requirement that a copy of the latest edition of this handbook be in the possession of every Affiliated Society wishing AOS judging at its show/event.
9. Provide reference materials for judging. Minimally, these should include a computer with *AQ Plus*, *Encyclopedia of Cultivated Orchids* by Hawkes, the *Manual or Cultivated Orchid Species* by Bechtel, Cribb and Launert, and the most recent copy of *American Orchid Society Awards* by Fisher and Bishop.
10. The Sponsoring Society and their AOS Representative must each have a current AOS membership for AOS show approval of this event/show.

Until the conditions set forth above have been fulfilled, show/event approval will be withheld; the judging kit will not be sent out; and AOS awards granted at a show/event can not be processed

AMERICAN ORCHID SOCIETY JUDGING REQUEST FORM

We, the undersigned, duly elected officers of the below-mentioned Orchid Show/event, request permission for American Orchid Society Judging at the:

NAME OF THE SHOW/EVENT: _____

DATE OF THE SHOW/EVENT: _____

LOCATION OF THE SHOW/EVENT: _____

In requesting and receiving permission to host American Orchid Society Judging, we agree to abide by all Rules and Regulations for American Orchid Society Judging as they pertain to public shows, as published in the American Orchid Society's *Handbook on Judging and Exhibition* (latest edition), including any amendments or modifications thereof that may from time to time be published in the American Orchid Society's *Awards Quarterly*.

The signed show date approval card must be obtained from your Center Judging Chair and sent to the AOS Registrar of Awards in Delray Beach, Florida **at least six (6) months** prior to the show/event dates. The show/event committee must appoint an accredited judge to be chair of the AOS judging and obtain approval from the Center Chair for their selection. The show/event committee must also secure commitments from at least four other certified judges, of which three must be accredited. After receiving the judges' acceptance, the show/event committee must notify the AOS Registrar of Awards and your Center Chair of the names of those who have agreed to serve.

All show/events must pay a fee of \$50.00. If the AOS Show Trophy is desired, an additional \$60.00 fee (for a total of \$110.00) must be paid. This fee is due **at least two (2) months** prior to the date of the show/event.

In requesting AOS judging, the show/event committee obligates itself to assume responsibility for assigning a photographer **at the host society's expense** to provide the required photographs, and to obtain from the photographer and submit to the AOS the photographer's grant of rights in and to the official photographs of the AOS awarded flowers (see attached form). The AOS Registrar of Awards must also be notified with the name and address of said photographer. Three original slides plus one 1/2-stop above and one 1/2-stop below or digital images (requirements attached) shall be made of all flowers awarded an FCC, AM, HCC, JC, AD, AQ, CHM, CBR or CCM. The properly labeled slides must be sent to the Center Chair.

The signed score sheets and completed Judging Sheets must be forwarded to the approving Center Chair. Awards granted to species for which taxonomic verification is required (CHM and CBR) as well as awards granted to unregistered hybrids should be recorded on separate Judging Summary Sheets and forwarded to the Center Chair.

SIGNATURE OF SHOW/EVENT CHAIR _____

SIGNATURE OF JUDGING CHAIRMAN _____

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SHOW/EVENTDATA SHEET

Sponsoring Orchid Society _____

Society AOS Membership Number _____ Expiration _____

(Current Society Membership and AOS Rep Membership are required for AOS show approval)

Show/Event Location _____

Street Address _____

City _____ State _____ Country _____

Show/Event Dates _____

Dates Of AOS Judging: _____ Time _____

Show/Event Chair _____	AOS Judging Chair _____
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Address _____	Address _____
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_____	_____
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Phone _____	_____
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E-Mail _____	_____
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AOS Representative Contact Information
(required for AOS show/event approval)

Names of at least four (4) other Certified Judges who have consented to serve, of which three (3) are accredited:

Name _____	_____
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Address _____	_____
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_____	_____
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Phone _____	_____
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E-mail _____	_____
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Rep AOS Membership Number _____ Expiration _____

Photographer's Name and Address _____

Are you requesting the AOS Show Trophy? Yes No

Checklist for Show/Event Chair:

Has the enclosed checklist been given to the photographer?

Has the photographer given his/her permission to 'grant of rights'?

Have you submitted the signed Show Date Approval Card?

Have you **completely** filled out the Judging Request Form and Show/event Data Sheet?

Have you submitted the necessary show/event fee of \$50.00 (\$110.00 if the AOS Show Trophy is desired)?

Have you submitted the names of AOS judges who have agreed to serve at your show/event?

Have you forwarded a copy of this Show/event Data Sheet to the Center Chair of your judging region?

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Dear Show/event Chair,

Photographs of awarded plants are an integral part of the American Orchid Society's permanent award records, as well as those of your show/event. Because the photographs are also the primary source for illustrations in AOS publications, it is imperative that they be of the highest uniform quality. Unfortunately, there are numerous occasions when we must reject illustrations because of poor quality. Some of the common problems are over-/under-exposure, poor focus, or the plant/flower is too far from the camera's eye.

Since so many awards are given at show/events, it is vital that the show/event photography be given a high priority. The photographer should be chosen with care and be made aware -- well ahead of the show/event -- of the importance of his or her role in producing award photographs of good quality. Since the photographer may not arrive at the show/event until after judging has begun, there is little, if any, time for the photographer to receive instructions or read the guidelines as they are trying to set up.

With this in mind, we suggest that you contact your photographer(s) now, provide them with the enclosed information along with a copy of this letter, and request that they familiarize themselves with the photography guidelines of the [AOS Handbook on Judging and Exhibition](#).

In addition, the AOS Judging Committee has suggested that all awards photographs be "bracketed" by making at least a minimum of one alternate exposure on each side of the primary exposure. The slides should be marked as the bracketing photographs and returned with the primary set.

Your exhibitors have worked hard to provide quality plants for your show/event; they deserve quality photographs. By stressing these needs to your photographers, you can give your exhibitors a fitting record of their accomplishments while helping us improve the quality of the award photographs used in AOS publications.

Thank you for your cooperation and assistance.

Sincerely,

Aileen Garrison
Chair, JC

Pamela Giust
Awards Registrar

Arlene Maguire
Editor, Awards Quarterly

PHOTOGRAPHER'S CHECKLIST

Have you received instructions or asked which flower or plant part the judging team wishes photographed?

Are slides properly labeled and bracketing slides marked?

Is the photographer's credit labeled on reverse of slide?

Are the flowers in the frame the best -- not immature, damaged or lower quality -- flowers?

Does the judging team specify the flowers to shoot?

Is judging personnel checking each pose before the final shoot? Could there be?

Does the arrangement of multi-florals show?

Does the photo show the best angle of the primary flower in the frame?

Are enough flowers in focus from using the greatest depth of field?

Are there no shadows from the subject being too close to the backdrop?

Is the choice of backdrop the right color or darkness for the flower color?

Does the backdrop not show wrinkles, patterns or edges?

Are stakes, ties, labels, pots, etc. out of view?

Are CCM winners photographed in their entirety?

Are small flowers adequately enlarged in close-up?

Is the frame filled properly with the subject -- not too much or too little?

Is horizontal or vertical framing used when appropriate?

Are subjects lit by adequate, but not harsh, lighting?




Is the film appropriate to the light source?

SLIDES TO BE SENT TO JUDGING CENTER CHAIR:

_____ 3 original slides at primary exposure

_____ 2 bracketed slides at ½ f-stop increments over and under

Suggested references:

-  "Suggestions on Orchid Awards Photography" *AOS Handbook on Judging and Exhibition*
-  *AOS Handbook on Orchid Photography*
-  "Notes to an AOS Awards Photographer" by Richard Fleig, *Awards Quarterly*, Summer 1993

Requirements for digital photography of AOS Awards

- Digital images shall be captured with SLR or EVF cameras capable of at least 6 mega-pixel (2000 x 3000 pixels) resolution with 8 mega-pixel or greater resolution preferred.
- Image files should be submitted as highest quality (lowest compression), full size JPEG or TIFF and burned to CD to be sent to the AOS along with the awards slide set.
- Shoot digital images as highest quality JPEG's, TIFF or RAW. DO NOT send RAW files to AOS. Convert to JPEG or TIFF first.
- A 4:3 aspect ratio is preferred; if using another aspect ratio provide space for cropping from the longest dimension.
- Use a low ISO setting (64 or 100) to minimize noise.
- As with film photography, use the smallest f-stop possible for the lighting and ISO setting you are using in order to ensure sufficient depth of field for the subject.
- Image files should be named with the award number on the judging entry form at the time of judging.
- It may be helpful, especially with light-colored subjects, to shoot awards at -1 or -2 contrast to preserve highlight detail.
- If using a constant light source (as opposed to flash), be sure to set proper white balance by either using a camera preset, or a reading off of a white sheet of paper.
- Back up images before deleting them from media card.
- Try to achieve a properly framed and properly exposed, in focus, color-correct image in-camera. Do not rely on post processing to "make it right". Use preview and image review to be sure of a good photograph.
- Images are not to be digitally manipulated using computer software. The photograph should be a faithful record of the orchid as it was awarded. Do not "touch up" photos to remove stakes, botrytis spots, mechanical damage, etc. Image processing should be limited to minor correction of color-contrast-exposure.
- Do not over-sharpen.
- Keep your computer monitor calibrated.
- If you consistently have trouble achieving accurate color, use a gray scale or gray card in the corner of a duplicate exposure. Use the gray (middle) eyedropper in Photoshop Curves or Levels to set color balance and exposure by sampling the gray scale and save that adjustment to apply to your duplicate file without the gray scale.
- You may also use the black or white eyedropper in Curves or Levels on any black or white area of an image to some degree to set exposure and color balance.
- See *Revised Guidelines for AOS Awards Photographers* for photo requirements for various awards and general photography suggestions —
http://www.aos.org/Content/NavigationMenu/About/Judging/PhotographyGuidelines/PhotographerGuidelines_000.pdf