Livermore Amador Valley Garden Club

Floral Design Chair Duties

October 2022

Floral Design Group is for those interested in creating flower arrangements. All levels are welcomed. The leader demonstrates the subject. Everyone makes one. We then appreciate each other’s work using the elements and principles of design.

# Meetings

Meeting months: September, October, November, January, February, March, April, May.

Floral Design Group meets at leader’s home on the 3rd Thursday of the month from 7 to 9 PM.

Cancel if less than 3 sign up.

# Preparation for Meeting

## Newsletter Copy

Prepare monthly copy for the newsletter identifying the date, time and pertinent information regarding the meeting that is planned for the next month.

### Example

Floral Design Thursday MONTH DAY from 7 PM to 9 PM

Topic: TOPIC

Meet at LEADER’s ADDRESS. Email LEADER EMAIL to say you will come before Tuesday (*Date prior to meeting*)

See the website <https://lavgc.org/SpecialInterests/FloralDesign.html> for more information.

## Web page

Date/Topic/What to do/What to bring is updated.

The month’s activity goes between

our designs will follow the [Handbook for Flower Shows v. 2017](https://lavgc.org/SpecialInterests/Floral/NGC_Handbook.html), using the [Elements of Design and the Principles of Design](https://lavgc.org/SpecialInterests/Floral/Lessons/Elements%20of%20Design.docx).

and

After we create an arrangement to bring home, we appreciate each other's work based on the [elements and principles of design](https://lavgc.org/SpecialInterests/Floral/Lessons/Elements%20and%20Principles%20of%20Design.docx). [Words of Appreciation](https://lavgc.org/SpecialInterests/Floral/Lessons/Words%20of%20Appreciation.pdf)   
**Your imagination and a desire to have fun!**

**NOTE: Lessons** (SpecialInterests/Floral/Lessons) has lessons and handouts on mechanics, conditioning, elements, principles, etc. You may include these as links in the email so people can download their own copy. Have sheets of Words of Appreciation in plastic sleeves (protection) at the meeting.

**Lessons** is a Resource on the website. Keep it up to date.

## Floral Design Group Sign-up

The president or designee will provide members at the monthly Club meeting with a sign-up sheet for all club activities. (The President will send you a draft of the sign-up sheet and agenda; the Chair is responsible to proof the copy to assure the correct information is provided)The president or designee will tabulate the signups within 24 hours and forward to Chair the list of those who have signed up to attend the Floral Design Group. The Chair may wish to telephone new members to the group.

## Email Floral Design Distribution List

* Maintain an email-distribution list of interested club members.
* Thursday of the general meeting or Friday after the general meeting, email the group with topic, reminder to respond if coming, what to do, what to bring (copy from the web site).
* If too few people sign up by Tuesday, email a cancelation.

# Floral Design Meeting

* Set up tables. Most members prefer to sit while working and definitely while watching the demonstration.
* Set up the poster board with the Elements of Design, Principles of Design.
* On the demonstration table create one design from scratch (optionally, others may be made or mostly made.) Start with LINE material. Discuss proportion and scale of material to container and each other.
* When finished, discuss the principles of design using at least 2 elements for each principle.

Then let everyone make their own design. Help new people. For those who have been attending, help them by having them use the principles of design and find out which element is lacking the most. Ask questions to guide them in figuring out how to fix it.

When everyone has finished, have everyone appreciate each other’s work. We have a sheet to guide us in describing each principle – positively and what is lacking. This is not a show. Helping on how to improve a design is often requested and appreciated. New people often lack depth. Help by having the back shown and finishing slightly the back – now from the front more depth is most often seen.

At the end of the meeting, ask suggestions for the next topic. Be prepared with at least one topic.

# Budget

The Chair needs to review the budget for Floral Design, spend funds as needed and complete the paperwork required as outlined by the treasurer. Should funds be needed beyond that budgeted, a budget amendment may be required. The Chair is to attend the Board meeting discussing the year’s budget (usually in August) and be prepared to submit a request for the funds they believe will be needed for the following year.

Have CGCI insurance for an offsite meeting if in your home. A budget should include flowers for the meeting design and demonstration design (The current chair has done this out of pocket.)