

Judges and Lecturers

How to treat them

When you have contacted your chosen judge or lecturer by phone and you have agreed a date and expenses please make sure you: -

- Confirm in writing the agreed date, time you wish them to arrive, if lecturing the title of the lecture. Either by post or e-mail (where available) mandatory within 2 weeks of the initial contact.
- If a judge is booked, send him or her a list of the rules for the competition you have asked them to judge.
- Include a map so they know where to find your clubroom.

On the night of the judging or lecture: -

- President or chairman welcomes the judge or lecturer to your club, make them feel welcome and never leave them on their own.
- Offer them a drink.
- Explain the running of your club and if you want a break, if so when.
- Help if required to carry equipment and prints he or she may have.
- If judging prints on the night introduce him or her to the prints so they can have a quick look through.
- When time to start introduce the judge or lecturer to your members, with a few chosen words and include any distinctions they may have, not just 'I'll now hand you over to the judge / lecturer'.
- At the end of the evening ask a member to give a vote of thanks.
- Pay their expenses.
- Help with equipment if required.

Remember if you treat them right they will come back