



Judges Briefing Notes Guidance

- *Judges Briefing Notes* replaces the portfolio.
- It is a simple introduction to the Entrant which gives background and guidance to judges on topics not covered on the judging route.
- The document carries no marks. All the marks are allocated to what is seen and discussed on the Judging Day.
- **Judges Briefing Notes must be submitted by 30th June** at the very latest

There are examples of the *Judges Briefing Notes* on the AiB website.

What should it look like?

- A4 size
- **no more than** 1000 words (includes **all** text in tables and photo captions).
- Font size 12 point - remember judges need to be able to read it.
- For photo captions 11 point could be used.
- Maximum of **12** photographs (single image, not composite). They **should be dated** and not be more than 2 years old. No images should not be manipulated.
- **All** pages must be numbered.
- The **front cover** must have the name of the entrant and the year. It can include pictures, designs or decoration. This **will not** be counted in the word or photo totals.
- Saved as .pdf format.
- To be submitted electronically.
- File should not be in excess of 4Mb

Format

There are no marks for design, keep it simple, clear and to the point. It can help guide conversation about activities not seen on the tour with your judges.

- Remember that the judges need to be able to read the document with ease.
- If the photographs' relevance is not clear from the accompanying narrative, they should be suitably labelled.



Content

- Must include the names and roles of the main team members
- Give a brief introduction/background to the entry
- Use the three judging pillars (Horticulture, Environment and Community) as a guide.
 - **Some topics which could be considered for inclusion**
 - Local geography/history
 - Impact of change
 - Community involvement
 - Fundraising
 - Future plans
 - Theme for the year
 - A photographic seasonal diary
 - Environmental responsibilities
 - Horticultural strategies
 - Press coverage

Hints and Tips

- Apart from names and roles of the main 'In Bloom' team, none of the above topics are mandatory, Entrants can choose their own content to tell their story.
- Concentrate on content that demonstrates the community's efforts to create improvements to the surroundings and local environment.
- Do not include pictures of what the judges will see on the day.
- Display boards can also be used to showcase In Bloom activity on the day of judging.

Additional Documentation for Judging day (not part of the Judges Briefing Notes)

1) Sent in Advance

- a. Key contacts for the Judging Day including a phone number
- b. Location to meet at the start of the tour.
Helpful to indicate if there are toilets or refreshments at the meeting point.
Best place to park or information on public transport

2) Sent in Advance or given to the Judges on Judging Day

- a. Judges route either map or as a list of sites.
- b. Timetable of the day if appropriate