

MCG CLIVIA EXPO 2016

COMPLETION OF DISPLAY PLANT CARDS

All clivia plants on display at the Expo MUST be accompanied by the MCG's plant identification card, which is to be affixed to a card holder (these will be available at the registration desk at the time plants are brought in for the display). The card holder is to be placed in the pot, to the front of the plant.

- Plant cards (approx. 200gsm satin white paper) will be available at the August meeting, as will stock of the paper for those wishing to print off their own cards.
- A template for the plant card will also be downloadable from our MCG website, so that the relevant details can be typed out and the whole card printed neatly. *It is preferred that plant cards are typed, but if that is not possible then please print the required details clearly, using black pen (only).*
- The details to be included on the plant card are:
 - cultivar name (if there is one) and/or cross (if known);
 - exhibitor;
 - breeder (if known); and,
 - any information of interest (optional).
- Provided you have Microsoft Word installed on your computer, you can complete your own cards and print them out, following the guidelines explained below. All cards produced by members will be checked as part of the plant registration process when you bring your plants to the Expo – either on the Friday evening or on the Saturday morning. If your cards have been filled out by hand, please ensure that they have been completed neatly and clearly, using a black pen. If any card is not up to standard the exhibitor will be asked to re-do it.
- **Procedures for completing your card**
 - Download the plant card template from the MCG website and save this to your own computer as many times as you need it.
 - To begin your entry, click in the centre of the blank top portion and commence typing. There are two lines here and both are centred. You may use one or two lines, depending upon the length of your entry. Do not try to change the font size or style.
 - You should enter the following details in this top “box”:
 - Cultivar name (if one exists), AND/OR Cross details (if known), OR simply *Clivia miniata* (or *Clivia* interspecific).

The main top two lines will appear in a large font size in order to enhance visibility to the public but, as a result, limited information can be fitted here. In cases where the cultivar name and/or the cross details will not fit, the latter can be placed in the bottom Information area.

Conventionally, italics are used for the genus and species, including the abbreviation of *C.* (for *Clivia*). For example, *Clivia miniata* and *C. gardenii*. Make sure that you also retain the bold font.

In this top area, in general, lower case should be used for the first letter of words, EXCEPT that in the case the genus (*Clivia*) and cultivar names (e.g. ‘Tango’, ‘Anderson’s Peach’) capital letters are used for the first letter. There may be a few exceptions where capital letters can be used, as in foreign words (e.g. Daruma), but if in doubt avoid use of capitals.

- Click below Exhibitor and add your name.
 - Click below Breeder and add the breeder's name, if known (e.g. Bill Morris). If the breeder is unknown, this section can be left blank. If it is a habitat plant, you can add that detail here or else put it in the Information section.
 - Click below Information and add any details of interest. Although this section is optional, it allows you to add extra details which do not fit in the main heading area as well as other points of interest. Usually you will only be able to add 4 lines here.
- Do check with the Display Plant Registrar, Haydn Lomas (elomas50@hotmail.com; ph. 03 95124789), if you are unsure about any entries in advance of finalising your cards.
 - When your cards are complete, print out on the recommended thick paper.
 - **Benching display plants**
 - Upon delivery of your plants to the plant registration desk on the Friday/Saturday you will be assigned a (consecutive) number for each plant, and provided with two numbered yellow stickers (bearing the same number). After your cards (and plants) have been checked by the Registrar's team at that time, one of the numbered stickers is to be placed in the bottom right hand corner of the plant card, and the other on the pot. This enables the plants to be tracked for eventual return to you. In addition, the numbers will be used in voting for the People's Choice award.
 - You must then affix the plant display card to a card holder (these clear plastic 'forks' will be available at the plant registration desk). The card holder is to be placed in the pot to the front of the plant.