

**NATIONAL FFA  
NURSERY/LANDSCAPE CAREER DEVELOPMENT EVENT  
Description of Duties for Event Judges and Assistants**

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**First Day Events – two cycles of half the teams in each area below**

Team Activity – **Judges** (teams of two) in part 1 will sit across table from the contestant team to listen while the students plan their solution to the task presented (25 minutes, Preparation Phase). Judges utilize the top section only of the score form, with points assigned to individual students or to the total team. When time is called to end part 1, the judges leave the team's score form at that station and move to a different table and team. Timing begins for part 2 (15 minutes, Presentation Phase) during which the team members present their solution. Scoring for this phase is on the bottom portion only of that team's score form, after which the total scores are compiled. (Total staff = 44-50 + committee coordinator)

Business Letter and Landscape Drawing Practicums – **Assistants** will help organize contestants at tables in two "rooms," distribute/collect/organize contestant papers, monitor for fairness, and assist with any contestant questions or requests. The Business Letter (25 minutes) event is first, followed after paper collection/distribution by the Drawing event (25 minutes). (Total staff = 4 + 2 committee coordinators)

General Preparation – **Assistants** (from events above) at end of day converting Team Activity space for the second-day ID event. Involves moving tables and chairs and bringing in plants and other event specimens. (Any who can remain about ½ hour)

**Second Day Events – four cycles with team members separated**

General Knowledge Examination -- **Assistants** will help organize contestants at tables, distribute/collect/organize contestant papers, monitor for fairness, and assist with any contestant questions or requests. (50 minutes) (3 with one as coordinator)

Landscape Estimating Practicum -- **Assistants** will help organize contestants at tables, distribute/collect/organize contestant papers, monitor for fairness, and assist with any contestant questions or requests. (50 minutes) (2 + committee coordinator)

Plant, Disorder, and Equipment Identification -- **Assistants** will help organize contestants and move them in five subgroups through event area, distribute/collect/organize contestant papers, monitor for fairness, and assist with any contestant questions or requests. (50 minutes) (3-4 with one as coordinator)

Verbal Communications Assistance Practicum -- **Judges** portray role of customers in a garden center face-to-face role playing conversation with contestant as the clerk. May be for item purchase, information only, or other type of situation, with script outline and scoring guide provided for continuity among judges. (7 minutes) (15 + 1 committee coordinator and head judge.)

Nursery Practices Practicum -- **Judges** observe and score contestants as they perform propagation or potting assignment. (7 minutes) (15 + 1 committee coordinator and head judge)

Assessment and Solution – **Monitors** organize small group of contestants in two separate event “rooms,” distribute/collect/organize contestant papers, monitor for fairness, and assist with any contestant questions or requests. (8 minutes) (2)

Business Letter and Landscape Drawing Scoring – **Judges** read and score the business letters prepared on the first day. The same or other judges, as available, will review and score the landscape drawings also prepared on the first day. (12-15 + committee coordinator; may be finished by noon depending on staffing)

Group Leaders -- **Assist** the coordinator in organizing and moving contestant groups among the several event locations. Provide additional assistance to the room coordinator as contestants are working in that event area. (7 + committee coordinator)

Scoring Room Officials -- **Assist** the coordinator in reviewing, organizing, and preparing all contestant papers and judges’ scores for entry into the final scoring program. Need both days. (2 + committee coordinator)

Tear-Down – After event ends, coaches and contestants are allowed to review the CDE organization and the ID specimens utilized. **Assistants** (from any areas above) then needed to move plants from various areas to rear garage door for loading onto the lending nursery’s truck and to help clean-up the potting/propagation area. (Any available, about ½ hour once coaches/contestants start to thin out from review)

General information – Officials are requested to arrive at the Hort-Ag Building by 2:00 on Wednesday and 8:00 on Thursday for assignments/training. Name badges will be available for pick-up at the front entrance to the Hort-Ag Building. The events should conclude about 5:30 on Wednesday and about 2:30 on Thursday. A catered box lunch is provided (judges’ break room in back near the rest rooms) for those judges and assistants working on Thursday.

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From the National FFA and the Nursery/Landscape CDE team, thank you for making such a difference for the student contestants. They truly appreciate the fact that adults other than their teachers and parents care about the effort they have put into preparing for their future careers, and they appreciate the time you are giving to help make this a rewarding learning experience, win or lose!