

## Judging checklist

### General points

- Have you checked the Scottish Government Covid guidelines for your area and made allowances for e.g. social distancing measures during your tour/the number of people the judges can meet at each stop?***
- Have all members of your group or committee had the opportunity to read the mark sheet and guidance?
- Have you made use of social media to promote your endeavours?
- Have you evidenced year-round involvement in your community?
- Have you recognised any sponsorship you may have received?
- If your group has aligned itself to National initiatives (for example, the year theme, RHS Grow Social, Clean Up Scotland or Saving Scotland's Red Squirrels) have you documented your involvement?

### The tour and presentation

- Have you decided on a meeting point and do the judges know where to go?
- Have you provided the judges with a mobile phone number in case they need to reach you on the day of the tour?
- Have you decided what format and who will be doing the presentation? Try doing a run through before the judges arrive.
- Bearing in mind the strict timetable, have you carefully timed your route and had practice runs to ensure that you stay within the time allocation on the day of judging? Remember to allow enough time for judges to meet and talk with members of your community and to take photographs.
- Have you involved young people in the campaign – if so, will the judges meet them if possible, or get to see their work e.g. through a short video?
- Have you included examples of what the local community and businesses have achieved, and have you organised any representatives from business and community to be present during the tour?
- Have you included your heritage/local identity in the tour/presentation?
- Have the representatives that the judges will meet been briefed so that they know how much time is available to talk to the judges?
- Have you considered what will happen if the judging is on a very rainy day, for example, where to meet the community representatives, have you asked your reps to bring their own umbrellas; or if a very hot day, for example, ensuring all your reps have water and sunscreen? *For 2021, the judges will be self-sufficient in terms of bringing their own umbrella, water, refreshments etc.*
- Have you allowed for comfort breaks, particularly on long tours?
- Have you carefully studied the marking sheet, ensuring that as many aspects as possible are covered in your route and the time spent in each area corresponds to how the marks are allocated?
- Have you ensured your area is clean – having regard for the fact that judges may wish to slightly deviate from the route? Have you taken into consideration the areas that the judges will travel through in order to reach the key points on your itinerary?
- Have you informed your local press and organised a photo call?
- We ask that you provide the judges with a copy of the judging route and itinerary (with room for them to take notes, if possible in advance of their visit. However, try not to bog the judges down with hefty documents – they may be judging 10 groups during the judging fortnight and are often travelling long distances.