

FLOWER SHOW FAST FAQs

- **Do we really need the *Handbook for Flower Shows* to put on an NGC Flower Show ?**

YES! The current edition of the *Handbook for Flower Shows* is an essential resource for Flower Show Chairmen. The newest edition of the *Handbook* is effective July 1, 2017. To order the 2017 *Handbook*, go to National Garden Clubs, Inc.'s website www.gardenclub.org and click "Shop Online".

Corrections and changes to the *Handbook* will be published in the National Garden Clubs (NGC) publication *The National Gardener*, and also on the FGCMDC website under the "Flower Shows" tab.

- **What's the timeline for planning an NGC Flower Show, figuring out which Top Exhibitor Awards we could offer, getting our show schedule reviewed and finalized, and selecting judges ?**

A. Start Planning: 8 months to a year is a reasonable time frame: it's never too early to get a show Committee together and begin to prepare! And in getting an early start, you can anticipate any programs on design, horticulture or show procedure you want to schedule to get club members inspired and ready.

You'll want to consider when and where -- check the FGCMDC website Calendar to make sure your date doesn't conflict with other events, and ask the webmaster to list your show date on the calendar, too.

Arrive at a workable show title and theme, and determine who will be General Chairman, and Schedule, Staging, and Entries and Classification Chairmen for each Division. The "Committees" chapter of the *Handbook* is great for job descriptions and information to help you flesh out the rest of your Committee.

Get club members engaged by discussing what seasonal horticulture classes will garner the most entries, and what design styles and types will work. Is there interest in Education, Youth or Botanical Arts (effective 7/1/17 and including photography) Divisions? Once those discussions have taken place, the show Committee can brainstorm about thematic classes and creative staging for each Division.

B. Top Exhibitor Awards (TEA's): Top Exhibitor Awards and other rosettes recognize excellence in NGC Flower Show exhibits, and you should keep these in mind as you develop the schedule. TEA's are available for Divisions of a show, and there are many TEA's for Sections within Divisions. Schedule requirements for offering TEA's are described in the *Handbook* chapter on "Awards". Or, you may opt for a simple show, with a Best-in-Show rosette offered in Horticulture or in Design, or both. Again, check the *Handbook*.

Courtesy of Judges Council of FGCMDC, ***TEA's, Best-in-Show and other rosettes are available at no cost except postage reimbursement*** to any FGCMDC member organization sponsoring an NGC Flower Show, provided the show schedule has been reviewed and approved by the appropriate District or FGCMDC Flower Show Evaluation Chairman. Once your schedule has been approved, the show's General or Awards Chairman may request the appropriate TEA rosettes from the FGCMDC Flower Show Evaluation Chairman. Please make your request for rosettes at least one month in advance of the show date. TEA's also may be purchased directly from NGC.

C. Schedule: For a show that will not apply for an NGC Flower Show Achievement Award (FSAA), the schedule should be written, reviewed, reproduced or ready for electronic distribution at least 3 months in advance of the show date. For a show that will apply for an NGC FSAA, it's recommended that a reviewed and approved schedule is in place at least 5 months in advance.

❖ **Who should review our show schedule ?** Well-before your schedule needs to be printed, distributed or e-mailed, your District Flower Show Evaluation Chairman should review it. The chairman is ready to lend a hand in checking for conformance to NGC policies and requirements, and for correctness and clarity. Evaluation Chairmen may make recommendations, including suggestions to offer additional Top Exhibitor Awards. Review of the schedule first by your District Flower Show Evaluation Chairman, and then by the FGCMDC Evaluation chairman, is required for shows applying for FSAA's.

D. Judges: A list of Accredited Judges appears in the FGCMDC Green Directory; you also may contact the Judges Council Credentials Chairman (also in the Green Directory) to see if there are Accredited or Student Judges in search of a judging opportunity. Invite one panel of 3 judges (for a small show), or multiple panels

of 3 judges each (for medium to large shows) at least 3 or 4 months in advance. You may ask judges even if the schedule is not quite complete: the schedule may be mailed to each judge when finalized. At least one month before the show, in addition to providing a printed schedule, your Judges Chairman should communicate the timetable, location/directions, hospitality arrangements if applicable, and other show-day particulars to all judges.

- **Where can we obtain Entry Cards, and Blue, Red, Yellow and White ribbons or seals ?**

The FGCMMD office at Cylburn Arboretum keeps a supply of Flower Show entry cards and ribbons for purchase at nominal cost, plus state sales tax and applicable postage. To insure that adequate stock is on hand to meet your needs, contact the office at (410) 396-4842 or email office@fgcofmd.org at least one month before your show date to order. Entry cards, and ribbons or seals also may be purchased from NGC.

- **What about Awards for Flower Shows? What's available, and how complicated is it to apply ?**

A. FGCMMD Awards. FGCMMD is eager to acknowledge the accomplishment of holding a Flower Show, big or small, and offers Award Certificates to members. It's painless to apply! Your Flower Show Chairman simply needs to (1) complete the easy-to-do Flower Show Report, and (2) send the Report with 4 show schedules to the FGCMMD Flower Show Evaluation Chairman within 10 days of the show.

The Show Report is available on the FGCMMD website www.fgcofmd.org. Click "Flower Shows" on the home page. On the "Flower Shows" page, look for links to a fill-in ready Show Report that can be completed by computer and then printed out, or to a PDF version that can be printed out and filled in by hand.

B. Regional Awards. The **Central Atlantic Region (CAR)** offers certificates and cash awards for excellence in NGC Flower Show schedules. After submitting your Show Report and 4 schedules, no additional action on your part is required: FGCMMD Flower Show Evaluation personnel will select one applicant for each CAR category from among the Show Reports and schedules submitted during the calendar year. Awards are presented at the CAR Fall Conference.

Other CAR Awards include the **American Horticultural Society Regional Perennial Award**, and the **Outstanding Educational Exhibit Award**. Both require planning and particular inclusions in the schedule; see separate "FLOWER SHOW AWARDS" information, or the CAR website www.carsgc.org. Applications must be sent to the FGCMMD Flower Show Evaluation Chairman, and may not be submitted directly to CAR.

C. NGC Flower Show Achievement Awards (FSAA). Winning an FSAA is a prestigious achievement. Because an NGC Flower Show must meet specific requirements (see *Handbook* "Awards" Chapter), and the Show Committee must commit to overall excellence in the show and to preparing a comprehensive Book of Evidence, the decision to apply for a FSAA needs to be made when planning the show begins -- a year or so in advance.

It is important to advise the FGCMMD Flower Show Evaluation Chairman that you plan to apply. Your reviewed and approved schedule should be in place at least 5 months in advance; schedule review, first by your District Flower Show Evaluation Chairman and then by the FGCMMD Flower Show Evaluation Chairmen, is required. Again, both Chairmen are there to help.

The show must score 95 points or more from an appointed panel of Accredited Judges who evaluate it. So, after your schedule has been approved and at least one month ahead of the show date, provide the FGCMMD Flower Show Evaluation Chairman with the names of judges for your show, so that an evaluating panel may be assigned.

After judging, and provided the evaluating panel informs the Show Chairman that the show scored the necessary 95 points or more, the organization may begin preparing its required Book of Evidence. The Book of Evidence and FSAA Application must be completed and received by the FGCMMD Chairman within 4 weeks of the show date or by January 7, whichever earlier. No applications/Books of Evidence go directly to NGC.

In all cases, the completed FGCMMD Flower Show Report and 4 schedules discussed in part A. above are to be received by the FGCMMD Chairman within 10 days of the show.