



GUIDE TO STATE, REGIONAL AND NATIONAL FLOWER SHOW AWARDS

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I. FEDERATED GARDEN CLUBS OF MARYLAND (FGCMD) FLOWER SHOW AWARDS

Flower Show Award Certificates

In appreciation of the significant effort that goes in to presenting an NGC Flower Show, FGCMD offers award certificates to member clubs who sponsor flower shows.

- The Awards year is January 1 – December 31.
- Flower Show Award Certificates for the previous calendar year are given at the FGCMD Annual Meeting each March.

A **Certificate of Merit** may be awarded to a FGCMD garden club, group of clubs, Council, District, or NGC-affiliated Plant Society presenting a Standard, Small Standard or Specialty Flower Show that has been evaluated and scored 95 points or more, and will apply for a National Garden Clubs Flower Show Achievement Award.

A **Certificate of Recognition** may be awarded to a FGCMD garden club, group of clubs, Council, District, or NGC-affiliated Plant Society presenting a Standard, Small Standard or Specialty Flower Show that upholds the high standards of NGC but has not been evaluated and will not apply for an NGC Flower Show Achievement Award.

Completing the following two steps paves the way for your club to be recognized with a FGCMD Flower Show Award certificate, and also puts your show schedule in consideration for a CAR-SGS Flower Show Schedule Award with no additional action needed:

1. Before reproducing, publishing or distributing your schedule, the Schedule Chairman submits it to the District Flower Show Evaluation representative for review for conformance to NGC and FGCMD policies and requirements, and approval. For shows whose schedules are reviewed and approved by their District Flower Show Evaluation rep, FGCMD Judges Council may provide NGC Top Exhibitor Award rosettes at no cost other than postage.
2. Within 10 days after the show, the General Chairman completes the easy-to-do Flower Show Report, and sends it and 2 show schedules to the FGCMD Flower Show Evaluation Chairman. A copy of the report (without show schedules) goes to the District Flower Show Evaluation representative.

The Flower Show Report is available at www.fgcofmd.org, on the Flower Shows page.

Click the link to either the interactive fill-in-ready WORD form of the Flower Show Report, or to the pdf form of the Report to complete by hand.

Awards Available at Flower Shows Sponsored By FGCMD

The following are FGCMD awards that may be offered and awarded only at an NGC Flower Show sponsored by state:

The **Ann Gorman Stewart Award** – May be awarded to the highest-scoring blue ribbon exhibit in the Design Division in classes designated in the Flower Show Schedule.

The **Mrs. Edward A. Maher Award** – May be awarded to a member of a FGCMD garden club for the highest-scoring blue ribbon in Design classes using all-fresh plant material.

The **Lucy Benton Memorial Bowl** – May be awarded to a member of a FGCMD garden club for a worthy exhibit in the Design Division.

The **Margaret Roberts Yerger Award** – May be awarded to a member of a FGCMD garden club accumulating the most blue ribbons in Horticulture classes for woody plants.

The **Robert Lewis Baker Memorial Bowl** – May be awarded to a member club, District or individual member of a FGCMD club for an outstanding Educational exhibit.

The **Zenobia Kendig Award (2006)** – A certificate may be awarded from the FGCMD Gardening Consultants Council to the recipient of the Award of Horticultural Excellence.

II. CENTRAL ATLANTIC REGION OF STATE GARDEN CLUBS, INC. (CAR-SGC) AWARDS

- The Awards year is January 1 – December 31.
- Only one application per award category and/or size category can be submitted by each state. All applications must go through the State Flower Show Evaluation Chairman, who will make the application. No application may be made directly to CAR-SGC
- Awards are presented at the CAR-SGC Fall Conference, and recipients are notified thereafter through FGCMC.

A. **FLOWER SHOW SCHEDULE AWARD:** Certificates and cash awards are given for excellence in flower show schedules.

After submitting your Flower Show Report and 2 schedules to the FGCMC Evaluation Chairman (see p. 2), no additional action is required by your club/organization to be considered for a CAR Flower Show Schedule award. The Flower Show Evaluation Chairman/committee will select one applicant for each CAR-SGC category from among the Show Reports and Schedules received during the awards year, and will submit the application/s to CAR-SGC.

B. **AMERICAN HORTICULTURAL SOCIETY (AHS) HERBACEOUS PERENNIAL AWARD.** Awarded to a Garden Club, Group of Garden Clubs, District, Council or State for an Outstanding Class or Section of Herbaceous Perennials in a Standard Flower Show.

1. Club, District or State Flower Show Chairmen may apply (Plant Societies excluded.)
2. Each State Garden Club/Federation the CAR-SGC Region is eligible each year to receive one award for a class or section of Herbaceous Perennials in a Standard Flower Show held between January 1 and December 31.
3. The Award shall consist of an American Horticultural Society Blue Rosette and a Certificate. A donated monetary award may also be presented.
4. The overall exhibit must be of outstanding quality and must include a minimum of 20 specimens.

NOTE: Refer to the Scales of Points in the Handbook for Flower Shows. Schedule may state that "Application will be made for this award, if merited".

Application: CAR-SGC Application form as a cover sheet, and three printed pages, front side only (no report cover, binder or plastic sheets). Include:

- Date, name of State Garden Club [Federated Garden Clubs of Maryland, Inc.], name of show, and location
- Brief description
- List of specimens in exhibit, botanically named (genus, species, and cultivar).
- Clear photograph of exhibit including staging
- Clear photograph of any top awards in exhibit, if applicable

Two (2) copies of the Application must be submitted to the FGCMC Flower Show Evaluation Chairman within 4 weeks of the Flower Show. Application may be made electronically. No application may be made directly to CAR-SGC. The state's winning entry is sent by the Flower Show Evaluation Chairman to the Regional Awards Chairman by April 1.

Six weeks before the CAR-SGC Fall Conference the AHS Regional Awards, Chairman sends a list of winners for the rosette(s) and certificate(s) to the American Horticultural Society. The AHS Regional Perennial Awards will be presented at the CAR-SGC Regional Conference in the Fall.

C. **OUTSTANDING EDUCATIONAL EXHIBIT AWARD.** Certificate and awarded to a Garden Club or Garden Club Member(s) for an Educational Exhibit which relates to National Garden Clubs, Inc. objectives and is designed

to instruct. Winning Exhibit will be displayed at the CAR-SGC Fall Conference, provided space is available.

Application: CAR-SGC Application form as a cover sheet, and three printed pages, front side only (no report cover, binder or plastic sheets). Include:

- Summary of the exhibit, impetus for the exhibit, where and when exhibit was displayed, number of people viewing the exhibit, concrete results of the exhibit (if known),
Two photographs

Two (2) copies of the Application must be submitted to the FGCMF Flower Show Evaluation Chairman within 4 weeks of the Flower Show. Application may be made electronically. No application may be made directly to CAR-SGC. The state's winning entry is sent by the Flower Show Evaluation Chairman to the Regional Awards Chairman by April 1.

III. NATIONAL GARDEN CLUBS (NGC) FLOWER SHOW ACHIEVEMENT AWARDS (FSAA)

Overview of NGC Flower Show Achievement Awards; Procedure and Timeline

A National Garden Clubs, Inc. (NGC) Flower Show Achievement Award (FSAA) is recognition given to an NGC member organization for its sponsorship of a superior flower show. NGC FSAA are listed on the NGC website www.gardenclub.org, and on the chart on previous pages of this handbook.

Each flower show is eligible for only one (1) NGC Flower Show Achievement Award (Exception: An Adult NGC member club whose flower show includes a Youth Section eligible for a Youth Achievement Award may apply for an Adult Achievement Award and a Youth Achievement Award). If a club sponsors more than one (1) Standard Flower Show per calendar year, each show is eligible for an award.

NGC FSAA are non-competitive. Books of Evidence are NOT compared to or judged against one another. Like an exhibit in a flower show, Books of Evidence are judged on their own merit. If any Flower Show Book of Evidence scores 95 or more points, it will be honored with an NGC FSAA.

The award year is January 1 through December 31.

Awards are presented at the NGC Spring Convention to State presidents, who then pass them along to winners.

General Procedure and Timeline for Club/s or Sponsoring Organization/s

1. The FGCMDC Flower Show Evaluation Chairman must be notified of the sponsoring club, group of clubs, District, State or Council's intent to have its flower show evaluated in order to apply for an NGC FSAA, at least 3-1/2 months in advance. Notice of intent must include the name of the sponsoring organization, General Chair/s with email, phone and mailing address for communications, show date/s, location and theme, and name/number of the award being sought. *Notification to State FS Eval Chmn:* _____

2. Before the schedule is printed, emailed or otherwise distributed, it **must first be reviewed** by your District Flower Show Evaluation Chairman, **and then reviewed** by the FGCMDC Flower Show Evaluation Chairman, to check for agreement with the *Handbook for Flower Shows*, NGC policies and policies of FGCMDC. Other recommendations also may be made. Please submit your draft schedule for its first review at least 6 to 8 weeks before you plan to distribute it to your members.

Draft schedule reviewed by District FS Eval Chmn: _____

Schedule finalized and approved by State FS Eval Chmn: _____

3. Names, contact information (with mailing addresses if out-of-state) and panel assignment for all judges who will judge the show must be sent to the FGCMDC Flower Show Evaluation Chairman at least 4 weeks in advance of the show date, to allow time for an evaluating panel to be selected. **Selection of evaluators is never made by the flower show sponsor/s.** In the case of a last-minute emergency where a selected judge is unable to evaluate the show, the other evaluating judges select a judge from the remaining judges.

Names of judges and panel assignments sent to State FS Eval Chmn: _____

- a. Approximately two (2) weeks prior to the show, the FGCMDC Flower Show Evaluation Chairman will send the NGC Flower Show Achievement Award Application Form, and the Show Data Form (required for the Book of Evidence), to the General Chairman, along with the names of those selected for the evaluating panel/s. The Show Data Form must be completed on the show date, at or before the conclusion of judging, so required information may be given to the evaluating panel/s.

Application, Show Data Form, and names of Evaluators received from State FS Eval Chmn: _____

- b. Approximately two (2) weeks prior to the show, the FGCMF Flower Show Evaluation Chairman will send the NGC *Flower Show Evaluation Point Scoring Form* to the evaluating panel/s.
4. On the day of the show, prior to judging, the show committee must provide the evaluating panel with Show Data (see Show Data Form), including the number of club members or clubs involved, percentage of club/organization participation, and the number of exhibits in each Division.

Show Data provided to judges: _____

The evaluating panel evaluates the show on the schedule, theme, staging, the entrance, all exhibits and incorporation of the theme in all Divisions. The panel's combined scores must average 95 or more for the show to be considered for an Achievement Award. After the panel has conferred, the captain will notify the General Chairman if the show scores 95 or more.

Show qualifies to apply for FSAA: Yes () No ()

5. If the show has qualified to apply for a FSAA, the show sponsors must prepare and submit a Book of Evidence, in a manner designated by the NGC Awards Committee and found on the NGC website, with statistics, schedule, description, pictures and evidence of publicity. The completed Book of Evidence, a copy of the schedule and 2 copies of the NGC Awards Application must be submitted to the FGCMF Flower Show Evaluation Chairman **within 4 weeks of the show date**.

Applications, Schedule and Finalized Book of Evidence sent to State FS Evaluation Chmn: _____

6. Each state evaluates the Books of Evidence submitted. Any and all Books of Evidence scoring 95 points or more at the state level may be submitted to the designated NGC FSAA chairman by the January 15 deadline. *This means a state may submit unlimited number of Books of Evidence for a particular FSAA. As stated above, all awards are non-competitive, and this allows NGC to recognize all top-quality flower shows.*

No applications/Books of Evidence may be submitted directly to NGC by the club or sponsoring organization; all must go through the FGCMF Flower Show Evaluation Chairman.

Book of Evidence evaluations will be returned by NGC judges if the sponsoring organization provides a self-addressed stamped mailer. State judges evaluation forms will not be returned, but are summarized with the final NGC evaluation.

Chart of NGC Flower Show Achievement Awards

Award Name	Rosette Color	Award #	Requirements: # of Members/Clubs	KEY*
STANDARD FLOWER SHOWS				
Club Standard Flower Show Award	Purple	FS-1A	Fewer than 21 members	i.
		FS-1B	21-49	ii.
		FS-1C	50-99	iii.
		FS-1D	100 or more	iv.
Holiday Standard Flower Show - Spirit of the holiday/s must be featured	Red and Green	FS-2A	One (1) member club	ii.
		FS-2B	Two (2) or more member clubs	iii.
Patriotic Standard Flower Show - U.S. flag must be correctly and prominently displayed	Red/White/Blue	FS-3A	One member club	ii.
		FS-3B	Two (2) or more member clubs	iii.
Petite Standard Flower Show All horticulture and designs exhibits qualify as Petite Divisions	Small Yellow	FS-4A	One member club	ii.
		FS-4B	Two or more member clubs	iii.
SMALL-STANDARD FLOWER SHOWS				
Club Small-Standard Flower Show Award	Petite Purple	FS-5A	Fewer than 21 members	i.
		FS-5B	21-49 members	ii.
		FS-5C	50-99 members	iii.
Holiday Small-Standard Flower Show	Petite Red and Green	FS-6	One (1) member club with fewer than 100 members	ii.
Patriotic Small-Standard Flower Show U.S. flag must be correctly and prominently displayed	Petite Red/White/Blue	FS-7	One (1) member club with fewer than 100 members	ii.
Petite Small-Standard Flower Show		FS-8	One member club with fewer than 100 members	ii.
NEAR-CLUB, COUNCIL OR DISTRICT FLOWER SHOWS				
Near-Club Standard Flower Show Clubs must share sponsorship of the show; Councils and Districts are NOT eligible for this award	Blue and White	FS-9	Two (2) or more member clubs located near each other	iii.
Council Standard Flower Show	Rose	FS-10A	Sponsored by at least 3 member clubs belonging to an association, federation, group, circle, etc. and recognized by the State Garden Club	iii.
		FS-10B	Judges Council/s Standard Flower Show	iii.
District Flower Show District or Region, based on number of clubs within the area	Green	FS-11A	District/region consisting of fifteen (15) or fewer NGC member Clubs	iii.

		FS-11B	District/region consisting of sixteen (16) or more NGC member Clubs	iv.
STATE FLOWER SHOWS				
State Flower Show	Gold	FS-12A	Small state; 100 or fewer member clubs with 10% of adult clubs participating	v.1.
		FS-12B	Large state; 100 or more member clubs with 10% of adult clubs participating <i>*Horticulture Division: minimum of 20 classes with at least 80 exhibits total</i> <i>*Design Division: minimum of 20 classes with at least 4 exhibits in each class</i>	v.2
YOUTH FLOWER SHOWS				
Youth Flower Show or Youth Section of an Adult Standard Flower Show	Red	FS-13A	Youth Flower show held by one (1) NGC Youth club or Youth group, sponsored by an NGC member club	ii.
		FS-13B	Youth Flower show held by two (2) or more NGC Youth clubs or Youth groups, sponsored by an NGC member club	ii.
		FS-13C	Youth Participation in a Standard Flower Show <i>* Youth Section/sub-Sections must be evaluated separately from the adults on a separate Scale of Points for Evaluating Standard Flower Shows form by a panel of three (3) accredited flower show judges.</i> <i>*Book of Evidence must provide evidence of youth participation in writing the Youth portion of the Flower Show Schedule and in staging or clerking of the Youth Division. (Photos may serve as evidence).</i>	ii.
PLANT SOCIETY FLOWER SHOWS				
Plant Society Standard Flower Show	Orange and White	FS-14	Plant Society affiliated with NGC on local/state/regional/National level; or NGC organization co-sponsored with non-NGC affiliated Plant Society	i.
SPECIALTY FLOWER SHOWS				
Horticulture Specialty Show	Chartreuse Green	FS-15A	One (1) club	ii.
		FS-15B	Two (2) or more clubs	iii.
		FS-15C	Council, district, state or region sponsoring organization	iii.
Design Specialty Show	Blue and Yellow	FS-16A	One (1) club	ii.
		FS-16B	Two (2) or more clubs	iii.
		FS-16C	Council, district, state or region sponsoring organization	iii.

***KEY*:**

Besides the minimum number of exhibits required in Horticulture and/or Design Division/s,

[Small Standard & Youth Small Std:

minimum 5 Hort classes with 20 Hort exhibits overall

minimum 3 Design classes with 12 – 19 Design exhibits overall;

Standard & Youth Std:

minimum 5 Hort classes with 20 Hort exhibits overall,

minimum 5 Design classes with 20+ Design exhibits overall

Horticulture Specialty:

minimum 10 Hort classes, with 40 exhibits overall – NO Design

Design Specialty:

minimum 10 Design classes, with 40+ exhibits overall – NO Horticulture]

each sponsoring organization must also have the following minimum number of non-Horticulture/non-Design exhibits, based on the size of the sponsoring organization:

- i. One (1) educational exhibit (more educational exhibits permitted).
- ii. One (1) educational exhibit, **and** at least one (1) additional educational exhibit, Botanical Arts Division Section, or Youth/Sponsored Group Section.
- iii. One (1) educational exhibit, **and** at least two (2) of any combination of additional educational exhibits, Botanical Arts Division Sections, or Youth/Sponsored Groups Sections.
- iv. Two (2) educational exhibits, **and** at least two (2) of any combination of additional educational exhibits, Botanical Arts Division Sections, or Youth/Sponsored Groups Sections.
- v. STATES:
 1. Small State (less than 100 member clubs): Two (2) educational exhibits, **and** at least any combination of three (3) additional special exhibits, Botanical Arts Division Sections, or Youth/Sponsored Groups Sections.
 2. Large State (100 or more member clubs): Five (5) educational exhibits, **and** at least any combination of five (5) additional educational exhibits, Botanical Arts Division Sections, or Youth/Sponsored Groups Sections.

For International Affiliate (IA) Flower Shows, see www.comaai.org

Book of Evidence

Once informed by the Evaluating Judges that the show has scored the required 95 points or more needed to apply for an NGC FSAA, the sponsoring organization has **4 weeks from the show date** to complete its Book of Evidence and send it to the FGCMD Flower Show Evaluation Chairman.

I. **Preparing for the Book of Evidence** – be ready to begin at the show!

A. Before judging, collect the statistics needed for the **Show Data Form**, and make observations that will be helpful in writing the **Show Description**.

B. Immediately after judging, before the show is open to the public or club members:

1. **Take photographs.** Omit people if possible. Use good lighting and sharp focus.

Use more than one photographer and assistant, if possible, with each taking photos of:

- Show entrance and signage
- Theme staging and signage in all divisions
- Overall views of each division's staging
- Unique staging
- Top Exhibitor Award (TEA) winning exhibits:
Individual photos of each Horticulture TEA winner are recommended*. A group photo of the TEA winners can also be included.
Individual photos of each Design, Educational, and Botanical Arts TEA are recommended*. For Education, Youth/Sponsored Groups and Botanical Arts, take photos of each TEA individually, with photos of the overall Divisions as practical.
- Special features

*Photo suggestions:

Move TEA-winning horticulture in front of blank wall, or place an attractive, neutral colored cardboard/foamboard background or fabric drape behind top winners.

Do the same for designs that do not have their own background.

The goal is to obtain clear, uncluttered pictures of TEA winners.

2. Collect information necessary to correctly label and describe all photos.

Horticulture photos will be captioned with genus, species and cultivar if available, correctly spelled.

Design photos will be captioned with a description of the Section/class, and plant material used.

All captions of photos of TEAs or other exhibits should include Division, Section and Class identification.

II. **Compiling the Book of Evidence** - See samples on the NGC website:

<https://gardenclub.org/sites/default/files/2021-09/book-of-evidence-samples.pdf>

Per the 2021 -2023 NGC Awards Manual, Books of Evidence are to be submitted in hard copy format only. Electronic Books of Evidence on CD or thumb drives are no longer permitted.

Requirements in bold type, the balance are suggestions.

A. Binder:

- **Use a presentation book, theme binder or folder (not a ring binder).**
- **Attach envelope to inside back cover. Include one copy of the schedule.** The State Chairman will put Evaluation Forms in this envelope as well. Do not include programs, educational hand-outs, newspaper articles, etc.
- **Provide two (2) copies of your application.** State Awards Chairman will affix one application form to inside front cover, and will paper clip the other. Use the specific NGC Flower Show Achievement Award Application (form www.gardenclub.org). Each state may have its own procedure.
- **Use clear protective page covers.**

B. Cover Label:

- Award Number & Name, (or vice-versa)
- Name of State or Country,
- Name/s of Show Sponsors (Club/s, Plant Society, Council, District, State or Region) with Show Site (City & State).
- Do not include state award numbers/names.
- Neatly printed, typed, or computer generated, but no decorative artwork.

C. Pages:

- Uncrowded; legible printing and drawing.
- No more than 20 pages (using 10 sheets, front and back) with no loose items.
Judges will not remove nor consider loose hand-outs, flyers or publicity. Use space wisely.

1. **Title Page:**

- Award Number & Name (or vice-versa).
- Sponsoring Organization with City & State.
- Applicant Contact with address (President, Director or Show Chairman, etc.) Do not include any state information. Since pages are limited, Title page and Table of Contents may both be on the first page.

2. **Table of Contents:**

- List items by page number.
- Number the pages.

3. **Description of Show** – 300 words or less. Text should include title, size, scope, type of show, theme and division staging, and special features. The Description should immediately follow the Table of Contents. Include required information:

- Describe theme staging.
- Unique actual staging.
- Special features that made the show outstanding or unusual.
- Do not write about prior committee work or hospitality. Save the statistics for the Show Data Form.

4. **Show Data:** This information must appear in the body of the application as well as on the application form. Should immediately follow the Show Description. Also use this information for the Show Data Form. The form may be used as printed or may be re-typed using the same one-page format (see p. 16 for sample; form is downloadable on www.gardenclub.org).

- **List of sponsoring clubs and/or organization** – if more than one.
- **Number of members in sponsoring organization/s.** If Council, District or State, give number of clubs in sponsoring organization.
- **Number of participating members.** If Council, District or State, give number of participating clubs.
- **Percentage of participating members.** If Council, District or State, give percentage of participating clubs. Participation may include work on committees, serving as hostesses, etc.
- **Total number of exhibits in Horticulture, Design and Special Exhibits Division**
- **List Top Exhibitor Awards offered and awarded.** State if award was not presented. Do not list Special Club Awards or non-NGC Top Exhibitor Awards such as Award of Appreciation.

5. **Photographs:**

- Remember those judging the Book of Evidence were not at the show. **The Book of Evidence must convey an overall descriptive picture of the show in photos and the text labeling.**
- **Omit people if possible.**
- **Photos need not be professional pictures.**
- Photos should be large, in focus with good lighting and neatly trimmed; fancy edging is usually distracting.

- **Top Exhibitor Award (TEA) winning exhibits:**
 - Pictures of all TEA Winners in all divisions are needed.
 - Horticulture award winners may be grouped together for one picture. (*Note from FGCM: As discussed in I.B above, individual photos of Horticulture TEA's should be included*).
 - **Do not include local award winners or any award winners that are not TEA's, such as Sweepstakes and Award of Appreciation winners, unless you have extra space to fill.**
 - Additional photos of club/local award winners and other outstanding award-winning exhibits are optional and may add interest to the book –only include if there is room.
 - **Each picture should be labeled with Division, Section, Class or Exhibit number, Awards won and brief description of staging as applicable.**
 - ✓ **Top Horticulture Award photos should also include botanical name.**
 - ✓ **Top Design Award photos should also include design description and staging, and type of plant material used.**
 - ✓ **Educational exhibits/TEA photos should also include a word description of the exhibit, staging.**
 - ✓ **Youth/Sponsored Groups and Botanical Arts exhibits/TEA photos should also include botanical name or plant material used as appropriate.**
- **Staging:**
 - **Theme staging and actual staging, with overall views within each division; also staging of individual sections in all divisions.**
 - Photos and word descriptions tell how the theme was interpreted in all divisions, ex. entrance, posters, sections/classes signs, objects, color/s, etc.
 - Label the photos.
 - **Overall views of each division.**
 - Photos and word descriptions of how horticulture, designs and special exhibits were actually staged, e.g., shelves stacked on clay pots, pedestals. Label the photos.

6. Publicity:

- **Newspaper and other publications, with name and date of publication.** City/county newspaper publicity preferred, but not mandatory.
- Scripts or schedules from radio/TV broadcasts, flyers, and pictures of posters displayed in public buildings are also acceptable.
- Publicity is the last item in the Book of Evidence. Large newspaper articles may be reduced on copier.

7. Schedule:

Only one copy is placed in the envelope attached to inside back cover.

The Schedule will be evaluated for correctness of text, all necessary inclusions, theme, terminology, rules, and conformance to NGC requirements.

D. Conformance:

Adherence to the sequential order and requirements requested.

E. Distinction:

Evidence of quality exhibits, creative staging (appropriate to site), overall unity, plus special features.

II. Submitting the Book of Evidence

- Two (2) copies of the application (see p. 15 for sample; downloadable from the NGC website), the Book of Evidence and a flower show Schedule must be received by the State Flower Show Evaluation Chairman within the 4-week deadline. **Clubs/Districts/Show Sponsors MAY NOT submit Applications and Books of Evidence directly to NGC.**

(*Note from FGCM*D: While not required, clubs/show sponsors have the option and are encouraged to email a pdf of the draft Book of Evidence to the state Flower Show Evaluation chairman, for review for completeness, compliance, spelling/form, etc., before it is finalized and assembled).

- Books of Evidence are evaluated on the state level using the procedure recommended in the *Handbook for Flower Shows*.
- The State Flower Show Evaluation Chairman submits applications, Books of Evidence and the three state Evaluating Panel's Evaluation Forms to the NGC Flower Show Awards Chairman for judging, by the NGC deadline (January 15).

III. Determination of NGC's Final Score for the Flower Show

Flower Shows must score 95 points or more at the national level in order to be recognized.

The Book of Evidence is 25% of the score; the average score of the Evaluating Panel is 75% of the score.

The combined score must be 95 points or more in order to receive an NGC Flower Show Achievement Award.

Flower Show Achievement Awards are presented to State Presidents or their representatives at the NGC Conference in May/June.

To complete this form online, please download and save a blank copy to your computer.
 Open the saved copy and fill in each blank. Save again. This will be the copy you send with your application.

NGC FLOWER SHOW ACHIEVEMENT AWARD APPLICATION

Sponsoring organization must submit two copies of this Application Form by the deadline established by its State. One form must be permanently attached to the inside front cover of the Book of Evidence. Second form must be secured with a paper clip to the booklet cover.

By January 15th, State Awards Chairman must submit all Books of Evidence* scoring 95+ to the NGC Flower Show Achievement Awards Chairman:

Current Chmn: _____

*Book of Evidence will not be returned to applicant unless a postage-paid self-addressed mailer is included when sent on to the NGC FS Achievement Awards Chairman

Date of Flower Show _____ Date of Application _____

Title of NGC Flower Show _____

Name of Sponsoring Organization _____

Applicant's contact information (individual representing organization):

Name _____

Address _____ Zip _____

Phone _____ E-mail _____

Signature of State Awards Chairman _____

Signature of State President _____

Name of Award _____, Award # _____, # of members/clubs _____

SUMMARY OF AWARDS AVAILABLE**

<u>Award Name</u>	<u>Award #</u>	<u># Members/Clubs</u>	<u>Award Name</u>	<u>Award #</u>	<u># Members/Clubs</u>
Club Standard FS	FS 1 A	<21 members	Near Club Standard FS	FS 9	2+ Clubs (near by)
	FS 1 B	1-49 members	Council Standard FS	FS 10 A	3+ Clubs
	FS 1 C	50-99 members	Judges Council Standard	FS 10 B	1+ Judges Council/s
	FS 1 D	100+ members	District/Region Standard	FS 11 A	≤ 15 Clubs
Holiday Standard FS	FS 2 A	1 Club		FS 11 B	≥ 16 Clubs
	FS 2 B	≥ 2 Clubs	State Flower Show	FS 12 A	≤ 100 Clubs
Patriotic Standard FS	FS 3 A	1 Club		FS 12 B	≥ 100 Clubs
	FS 3 B	≥ 2 Clubs	Youth FS	FS 13 A	1 Youth Club/Group
Petite Standard FS	FS 4 A	1 Club		FS 13 B	> Youth Clubs/Groups
	FS 4 B	≥ 2 Clubs	Youth Participation	FS 13 C	Division of Adult FS
Club Small Standard FS	FS 5 A	< 21 Members	Plant Society Show	FS 14	Affiliated with NGC
	FS 5 B	21-49 Members	Horticulture Specialty FS	FS 15 A	1 Club
	FS 5 C	50-99 Members		FS 15 B	≥ 2 Clubs
Holiday Small Standard FS	FS 6	1 Club < 100 members		FS 15 C	Coun., Dist., State, Region
Patriotic Small Standard FS	FS 7	1 Club < 100 members	Design Specialty FS	FS 16 A	1 Club
Petite Small Standard FS	FS 8	1 Club < 100 members		FS 16 B	≥ 2 Clubs
** Additional information on www.gardenclub.org Awards				FS 16 C	Coun., Dist., State, Region

**NGC FLOWER SHOW ACHIEVEMENT AWARD SHOW DATA FORM
TO BE COMPLETED AND PLACED IN THE BOOK OF EVIDENCE JUST AFTER SHOW DESCRIPTION**

Title of Flower Show _____

Name of Award _____ **Award #** _____ **State Garden Club** _____

I. List of sponsoring clubs and/or organization. (If more space is needed, list additional names on reverse side of this form.)

II. Number of club members in sponsoring organization/s _____

III. Number of participating members _____

IV. Percentage of participating club members _____

V. Total number of exhibits in each Division as applicable for type of show:

Horticulture Division _____ **Design Division** _____ ***Education Division** _____

****Youth/Sponsored Groups Division** _____ **** Botanical Arts Division** _____

* To be eligible to apply for an NGC Flower Show Achievement Award, the flower show MUST include one or more Educational Exhibit/s

**May also include Sections from the two optional Divisions according to the size of the sponsoring organization. (See NGC website: www.gardenclub.org Flower Show Achievement Awards for specific requirements.)

VI. NGC Top Exhibitor Awards offered in each Division. Note if any awards were withheld.

Horticulture Division _____

Design Division _____

Education Division _____

Youth/Sponsored Groups _____

Botanical Arts Division _____



**National Garden Clubs, Inc.
SCALE OF POINTS FOR EVALUATING
STANDARD FLOWER SHOW SCHEDULES**

FORM 29 (7/22)

Use this evaluation whenever NGC Flower Show schedules are reviewed for accuracy. This includes schedules Student Judges writing for credit. For correcting student schedule, please include the following information:

State _____
Show Title _____
Student Number _____ Directive Number _____
Date assigned _____

I. REQUIRED FORMAT 14 pts. _____

- A.** Cover and/or title page
- B.** Table of Contents; all pages must be numbered.
- C.** Committee Chairmen with phone numbers listed (names/numbers).
- D.** General Rules (those rules that apply to the entire show).
- E.** NGC Standard System of Awarding (stated in full per HB pg. 5).
- F.** NGC Top Exhibitor Awards, local or special awards being offered (stated in full or with HB page references).
- G.** Divisions - order is determined by staging with required Divisions taking priority
 - 1.** Division I: Horticulture or Design (required) (may include an invitational section)
 - a. Specific Division rules (that apply only to this Division)
 - b. Sections and Classes
 - 2.** Division II: Horticulture or Design (required) (may include an invitational section)
 - a. Specific Division rules (that apply only to this Division)
 - b. Sections and Classes
 - 3.** Division III: Educational Exhibits (optional)
 - a. Specific Division Rules (that apply only to this Division)
 - b. Sections and Classes
 - 4.** Division IV: Youth/Sponsored Groups (optional)
 - a. Specific Division Rules (that apply only to this Division)
 - b. Sections and Classes
 - 5.** Division IV: Botanical Arts (optional)
 - a. Specific Division Rules (that apply only to this Division)
 - b. Sections and Classes
 - i. Botanical Arts Horticulture
 - ii. Botanical Arts Design
 - iii. Botanical Arts Artistic Crafts
 - iv. Botanical Arts Photography
 - 6.** Others: exhibits that do not apply toward an NGC Flower Show Achievement award (such as invitational, commercial, plant exchange/sale)
 - a. Specific Rules (that apply only to these exhibits)
 - b. Sections and Classes

II. TITLE PAGE OR FRONT COVER 6 pts. _____

Title of the flower show (appropriate), State below title: an NGC Standard Flower Show, an NGC Small-Standard Flower Show, an NGC Horticulture Specialty Flower Show, an NGC Design Specialty Flower Show, an NGC Petite Standard Flower Show, an NGC Petite Small-Standard Flower Show, an NGC Petite Horticulture Specialty Show, an NGC Petite Design Specialty Show or an NGC Youth Standard or Small Standard Flower Show.

- A. **State:** name of club/group/organization presenting the show.
- B. **State:** location of show (complete address with phone number)
- C. **State:** dates (month/day/year) and times show will be opening and closing.
- D. **State:** open and free to the public, open and parking/admission price, or by invitation.
- E. **State:** member of NGC, regional name, state, district number, name of local affiliation.

III. GENERAL RULES (THOSE THAT APPLY TO THE ENTIRE SHOW) 10 pts. _____

- A. **State:** "This Flower Show conforms to the standards established by National Garden Clubs, Inc. (NGC). The *Handbook for Flower Shows* (HB), 2017 edition, with revisions printed in *The National Gardener* magazine (TNG) is the authority for all issues not covered by the schedule, which is the Law of the Show."
- B. **State:** The following information:
 - 1. Who may enter an exhibit/s in each Division.
 - 2. Date/s, time and place for accepting entries.
 - 3. Date, time and place for removing exhibits.
 - 4. Time judging will begin.
- C. **State:** Complete procedure for making entries (if procedure varies from division to division, then state in division rules).
 - 1. When, where, how and from whom the entry cards are available.
 - 2. Cards filled out in advance (typed, in water-proof ink, with labels or pencil).
 - 3. Registration may be online: **State:** "All entries with the required entry card information must be sent to the appropriate entries chairman by (date) in order to be computerized." Or: "Exhibitors are required to bring list of all entries with the required entry card information on the day of the show."
- D. **State:** "The Classification Chairmen for each Division checks exhibits for conformity to the schedule prior to judging. Final determination for conformance is the judges' responsibility."
- E. **State:** "The General Chairman and the Classification Chairmen for each Division are available during judging for possible consultation. They, along with the judges and clerks, are the only personnel allowed on the floor during judging."
- F. **State:** "The decisions of the judges are final. Awards may be withheld if not merited."
- G. **State:** "There must be an emphasis on fresh plant material; no artificial plant material is permitted in any exhibit in any Division."
- H. **State:** "Each exhibitor is limited to one entry per class, except in the Horticulture Division and the Botanical Arts Horticulture Section if each is a different species, variety, cultivar, type or color." HB p. 25
- I. **State:** "The (name of sponsoring group) will strive to assure the safety of all items after arrival and **placement but, is not responsible for any loss or damage to exhibits.**"
- J. **State:** The state's policy concerning use of state's native plants, noxious plants and those on the state's conservation list. May include website address.

IV. AWARDS 10 pts. _____

- A. **State:** the NGC standard system of awarding is used in all divisions:
 - 1. Only one first-place (blue) ribbon per class or subclass; must score 90 points or more.
 - 2. Only one second-place (red) ribbon per class or subclass; must score 85 points or more.
 - 3. Only one third-place (yellow) ribbon per class or subclass; must score 80 points or more.
 - 4. One (1) or more honorable mention (white) ribbons as merited; must score 75 points or more.
- B. Correctly list all NGC top exhibitor awards offered in the show (with full descriptions, or HB pages referenced).
 - 1. Include: must be highest scoring 95+ blue ribbon winner.
 - 2. Include: minimum number of classes and exhibits required.
 - 3. Identify sections/classes eligible for each award offered and number of awards offered.
- C. Correctly list all local/specialized awards offered in the show.
 - 1. List all requirements for the award/s to include minimum number of exhibits and classes required.
 - 2. Identify sections/classes eligible for each award offered.

V. HORTICULTURE RULES AND CLASSES 10 pts. _____

- A. State:** "The NGC exhibit policies are printed in the *Handbook for Flower Shows*, Chapter 6, Exhibiting in the Horticulture Division." (or the policies could be individually listed.)
- B. State:** "The rules for a single species cut or container-grown specimens are listed in the *Handbook for Flower Shows* or its supplement, *Horticulture Exhibiting and Judging*." (or the rules could be individually listed for the specific plant.)
- C. State:** "In order to receive an NGC Top Exhibitor Award, the exhibitor must identify his/her entry by its binomial name or currently accepted scientific designation (consult *Handbook for Flower Shows*, Exhibiting in the Horticulture Division, Chapter 6.
- D. State:** "Entry cards are to be filled out in advance if possible." Specify if cards are to be typed, written using waterproof ink, labels or pencil. Refer to Chapter 6 for a correctly filled out entry card.
- E. State:** "Cut specimens should not have foliage below the water line, except for *gladiolus*."
- F. State:** "If a plant is considered a flowering plant, it should be exhibited as a flowering specimen. Foliage plants may flower but, should be exhibited as foliage plants if they are grown for their leaves."
- G. State:** "Specimens with a class designation in the schedule may not be entered in the 'Any Other Worthy' class."
- H. State:** "The Horticulture Classification Committee Chairman and/or General Show Chairman are free to subdivide classes by color, form, size, cultivar, variety or other distinguishing characteristics."
- I. State:** "The Scales of Points for Horticulture are located in Chapter 14 of the *Handbook for Flower Shows*." The scales of points may also be listed in the schedule.
- J.** Specify who is to furnish containers and wedging for cut specimens.
 - 1. If exhibitor is to furnish, state: clear, preferably colorless, glass bottles.
 - 2. Include type of wedging allowed and if anchoring is allowed.
 - 3. State whether or not double-potting is allowed.

VI. HORTICULTURE SECTIONS AND CLASSES 8 pts. _____

- A.** Systematic formatting of Sections and classes/sub-classes.
 - 1. Division and all Sections and Sub-sections are titled reflecting the theme or title of the flower show.
 - 2. All Sections contain at least three (3) specific classes ('Any Other Worthy Specimen' is last class listed, but not considered a specific class).
 - 3. State: required number of specimens per exhibit, stem length, sets of leaves, size restrictions, staging, etc. - as appropriate for each horticulture class/type.
- B.** Correct botanical spelling and classes are listed alphabetically in each section by genus/binomial.

VII. DESIGN RULES AND CLASSES 8 pts. _____

- A. State:** "The NGC exhibit policies are printed in the *Handbook for Flower Shows*, Chapter 7, Exhibiting in the Design division, NGC policies and guidelines." (Or all policies could be listed in the design rules of the schedule.)
- B. State:** "Advance registration with the Design Entries Chairman/Consultant is required by (date)"
- C. State:** "Plant material and non-plant material permitted and not permitted in the Design Division are printed in the *Handbook for Flower Shows*, Chapter 7. (Or they may be listed individually in the schedule.)
- D. State:** "All plant material used in the design must be identified on a card (schedule determines acceptable card size and who is to provide) and included with the entry card."
- E. State:** "The exhibitor is required to conform to the stated descriptions and limitations of the design type if named in the class."
- F. State:** "Rules for design types, advanced design types, table designs and table appointments are printed in the *Handbook for Flower Shows*, Chapter 7."
- G. State:** "Designer is on his/her honor that the design being entered has not been previously entered or judged in an NGC Standard Flower Show."
- H. State:** "The Scales of Points for Horticulture are located in Chapter 14 of the *Handbook for Flower Shows*." The Scales of Points may also be listed in the schedule.

VIII. DESIGN SECTIONS AND CLASSES 10 pts. _____

- A. Systematic formatting of sections and classes with Division, all Sections, and all Classes titled reflecting the theme or title of the flower show.
- B. Dimensions of allocated design space (frame of reference) given for each class. (For shows staged in a home, the furnishings and their placement are described. Schedule must also state an advance viewing date of the show site for exhibitors.)
- C. Description of all staging provided by committee for each Section/class
 - 1. Color and texture of draping, wall or other background.
 - 2. State if, when and where designer may obtain specific staging.
- D. List all staging to be provided by designer within his/her allotted space.
- E. **State:** "The designer has the freedom to choose traditional or creative style with any design listed unless restricted by the schedule." (There should be a balance of required design types with freedom of choice.)

IX. EDUCATION RULES AND EXHIBITS 6 pts. _____

- A. **State:** "Educational exhibits may be the work of more than one individual or organization unless a Student Judge, or an Accredited Judge is seeking exhibiting credit for preparing an educational exhibit."
- B. If an Educational Top Exhibitor Award is being offered, **State:** "An exhibit must occupy a minimum of eighteen (18) square feet of surface area) For a Petite NGC flower show, state six (6) square feet of surface area instead).
- C. **State:** "Scale of points for Educational Exhibits is listed in the *Handbook for Flower Shows*, Chapter 10" (Alternatively, the Scale of Points may be listed.)
- D. State: Exhibits are competitive or non-competitive
- E. Specify all staging provided by committee.
- F. Listing the exhibits in the schedule:
 - 1. Schedule lists each exhibit individually as exhibit 1, exhibit 2, etc.
 - 2. Exhibits are titled with brief descriptions
 - 3. Names of exhibitors may appear in the schedule only if exhibits are not being judged

X. YOUTH EXHIBITS/SPONSORED GROUPS RULES AND CLASSES 5 pts. _____

- A. **State:** Youth Age categories
- B. **State:** "The NGC exhibit policies are printed in the *Handbook for Flower Shows*, Chapter 9, Exhibiting in the Youth and Sponsored Groups Division. All policies could be listed in the Youth and Sponsored Group rules of the schedule.
- C. **State:** "Youth exhibits are evaluated using the Horticulture, Design, Education and Botanical Arts Scales of Points."
- D. Describe all staging provided by committee.
- E. Classes appropriate to age categories.

XI. BOTANICAL ARTS RULES AND SECTIONS/CLASSES 12 pts. _____

- A. **State:** "All Botanical Arts Horticulture, Design and Artistic Craft exhibits must contain some plant material."
- B. **State:** "No artificial plant material is permitted in any exhibit.)
- C. **State:** "The Scale of Points for judging Botanical Arts Horticulture, Design, Artistic Crafts and Photography are listed in Chapter 14 of the *Handbook for Flower Shows*."
- D. **State:** "The rules for Botanical Arts Horticulture are printed in the *Handbook for Flower Shows*, Chapter 10.
- E. **State:** "The general guidelines for all Designs as printed in Chapter 7 of the *Handbook for Flower Shows*, including a card provided by the exhibitor listing plant material used in the design apply to Botanical Arts Design."
- F. **State:** "The rules for Botanical Arts Artistic Crafts are printed in the *Handbook for Flower Shows*, Chapter 10."
- G. **State:** "The rules for Botanical Arts Photography are printed in the *Handbook for Flower Shows*, Chapter 10."

- H. List the sections and classes individually.
- I. Sections must have title related to overall show theme; classes must have titles related to overall show theme except for those in Botanical Arts Horticulture sections.
- J. Describe all staging provided by committee and/or exhibitor

XII. OTHER (DO NOT COUNT TOWARDS THE FSAA) 1 pt. _____

- A. Specific rules (that apply only to these exhibits)
- B. Classes
 - 1. Commercial
 - 2. Invitational
 - 3. Others

MAXIMUM SCORE 100 pts..... Total Score _____

NGC Schedule Corrections Chairman _____

COMMENTS:

Procedure to be Followed by Evaluating Judges

1. The Evaluation Panel shall be selected by the State Flower Show Evaluation Chairman from the panel/s of judges judging the flower show. The sponsoring organization never selects evaluators.
2. Three (3) Accredited NGC Judges must evaluate a flower show applying for an NGC Flower Show Achievement Award. The selected evaluating judges must submit their evaluation form to the State Flower Show Evaluation Chairman. Any judge, including Student judges, may fill out the evaluation form for experience and excellent practice. Those evaluation forms may be sent to the State Flower Show Evaluation Chairman for review and comments, but their evaluations are not considered a part of the official show evaluation.
3. Evaluators are responsible for upholding NGC's high standards, scoring wisely, responsibly and objectively.
4. An evaluator's initial responsibility prior to the show date is to study and carefully review the flower show schedule for conformance to the current and updated *Handbook for Flower Shows*. Any mistakes or corrections of the schedule must be brought to the attention of the Flower Show Chairman prior to the show.
5. Evaluators must also be familiar with the Flower Show Evaluation Point Scoring Form (Form 30S, 30D, 30H).
6. The day of the show:
 - a. Upon completion of their judging assignments, evaluators should begin with an overall view of the show, theme, staging, the entrance, all exhibits and incorporation of the theme into each Division.
 - b. For a complete and fair evaluation, evaluators may confer with other judges not serving on the evaluating panel, especially in areas not judged by the evaluator.
 - c. Evaluating panel must confer on observations and arrive at an approximate overall average score for the show **before** leaving the show site, though evaluator's individual scores may vary.
 - d. The score of the 3 evaluating judges must average 95 or more points for the show to be considered for an NGC Flower Show Achievement Award.
 - e. The Panel must inform the General Show Chairman if the show scores a minimum of 95 points. Actual scores are not given to the show committee at any time. If the show fails to score an average of 95 points, a brief diplomatic explanation of deductions should be given to the Show Chairman.
7. Each panel member shall complete (including written descriptive and specific comments), sign, and return the evaluation form to the FGCMF Flower Show Evaluation Chairman **within one week** of the Flower Show. Evaluations **must** be kept in strict confidence and not freely discussed with others or shown to club members.



National Garden Clubs, Inc.
STANDARD/SMALL-STANDARD FLOWER SHOW EVALUATION
SCALE OF POINTS

FORM 30S

Name of Club/s or Organization _____

Name of Flower Show _____

Show Date/s _____ City & State _____

Schedule _____ 15 pts. _____

Theme workable and carried through all divisions, sections and classes (6)

Meets requirements of NGC Standard or Small-Standard Flower Show (3)

All necessary information included (3)

Terminology correct, clear, concise, and complete (3)

Staging of All Divisions _____ 20 pts. _____

Coordinated for overall beauty in color/s motif, uniform signage (8)

Theme staging distinctive and carried throughout the entire show. (7)

(Creative and innovative staging should be noted.)

Practicality in traffic pattern and lighting (5)

Horticulture Division _____ 25 pts. _____

Cultural perfection of exhibits (10)

Properly named and placed (7)

Number of exhibits appropriate to size of sponsoring organization (5)

All offered awards placed (3)

Design Division _____ 25 pts. _____

Overall quality of designs (10)

All design classes filled with number appropriate to size of sponsoring organization (5)

Creative interpretation of schedule and class titles (5)

Identification of Plant Material (2)

All offered awards placed (3)

Education, Youth/Sponsored Groups, Botanical Arts Division _____ 15 pts. _____

All Educational exhibits informative and attractively presented (5)

NGC aims, objectives and/or projects expressed through Educational exhibits (3)

Quality of Youth/Sponsored Groups and/or Botanical Arts Exhibits (4)

All offered awards placed (3)

TOTAL 100 pts. Total _____

JUDGE'S SIGNATURE _____

(Be sure to sign this form and return to the proper state chairman within one (1) week.)

Include detailed SHOW DESCRIPTION on reverse side



National Garden Clubs, Inc.
HORTICULTURE SPECIALTY FLOWER SHOW EVALUATION
SCALE OF POINTS

FORM 30H

Name of Club/s or Organization _____

Name of Flower Show _____

Show Date/s _____ City & State _____

Schedule _____ 15 pts. _____

Theme workable and carried through all divisions, sections and classes (6)

Meets requirements of NGC Horticulture Specialty Flower Show (3)

All necessary information included (3)

Terminology correct, clear, concise, and complete (3)

Staging of All Divisions _____ 20 pts. _____

Coordinated for overall beauty in color/s motif, uniform signage (8)

Theme staging distinctive and carried throughout the entire show (7)

(Creative and innovative staging should be noted.)

Practicality in traffic pattern and lighting (5)

Horticulture Division _____ 50 pts. _____

Cultural perfection of exhibits (20)

Properly named and placed (12)

Diversity of Horticulture Classes (10)

Number of exhibits appropriate to size of sponsoring organization (5)

All offered awards placed (3)

Education, Youth/Sponsored Groups, Botanical Arts Division _____ 15 pts. _____

All Educational exhibits informative and attractively presented (5)

NGC aims, objectives and/or projects expressed through Educational exhibits (3)

Quality of Youth/Sponsored Groups and/or Botanical Arts Exhibits (4)

All offered awards placed (3)

TOTAL 100 pts. Total _____

JUDGE'S SIGNATURE _____

(Be sure to sign this form and return to the proper state chairman within one week)

Include detailed SHOW DESCRIPTION on reverse side



National Garden Clubs, Inc.
DESIGN SPECIALTY FLOWER SHOW EVALUATION
SCALE OF POINTS

FORM 30D

Name of Club/s or Organization _____

Name of Flower Show _____

Show Date/s _____ City & State _____

Schedule _____ 15 pts. _____

- Theme workable and carried through all divisions, sections and classes (6)
- Meets requirements of NGC Design Specialty Flower Show (3)
- All necessary information included (3)
- Terminology correct, clear, concise, and complete (3)

Staging of All Divisions _____ 20 pts. _____

- Coordinated for overall beauty in color/s motif, uniform signage (8)
- Theme staging distinctive and carried throughout the entire show (7)
(Creative and innovative staging should be noted.)
- Practicality in traffic pattern and lighting (5)

Design Division _____ 50 pts. _____

- Overall quality of designs (20)
- Diversity of Design Styles and Types (10)
- Creative interpretation of schedule and class titles (10)
- All design classes filled with number appropriate to size of sponsoring organization (5)
- Identification of Plant Material (2)
- All offered awards placed (3)

Education, Youth/Sponsored Groups, Botanical Arts Division _____ 15 pts. _____

- All Educational exhibits informative and attractively presented (5)
- NGC aims, objectives and/or projects expressed through Educational exhibits (3)
- Quality of Youth/Sponsored Groups and/or Botanical Arts Exhibits (4)
- All offered awards placed (3)

TOTAL 100 pts. Total _____

JUDGE'S SIGNATURE _____

(Be sure to sign this form and return to the proper state chairman within one (1) week.)

Include detailed SHOW DESCRIPTION on reverse side



National Garden Clubs, Inc.

Rev 1/2022

NGC FLOWER SHOW ACHIEVEMENT AWARD EVALUATION FORM

STATE _____ CLUB _____
 AWARD NUMBER _____ SHOW TITLE _____

Being an evaluator for an NGC Flower Show Achievement Award requires great attention to details. Before perusing the Book of Evidence or the three forms from the Evaluating Panel of Judges, you are obligated to become familiar with the show's Schedule. Follow the Guidelines for Evaluating NGC Flower Show Schedules found in the 2017 *Handbook for Flower Shows*. Every deduction on this form must be explained with a comment. Every positive comment is reinforcement to the club as to what was done well. Be specific and factual, avoiding personal opinion and preferences. Thank you for accepting this responsibility. This form will be returned to the sponsoring club.

* * * * *

	COMMENTS	SCORE
I. Schedule 5 Points A. <u>One schedule</u> 1 Point included in inside back cover B. <u>Correctness of text</u> 4 Points all required information	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	_____ _____
II. Book of Evidence 20 Points A. <u>Cover label</u> ¾ Point Award Name & number, Show sponsors, Show site (City, State)		<div style="border: 1px solid black; height: 70px; width: 100%;"></div>
B. <u>Pages</u> 1 Point Not crowded Legible printing	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
C. <u>Title Page</u> ¾ Point Award Name & number, Show sponsors, City, State, Applicant name and contact Information		<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
D. <u>Table of Contents</u> ½ Point Items listed by page #	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
E. <u>Show Description</u> 3 Points 300 words or less; Include title, size, scope, type of show, theme, staging, and special features.		<div style="border: 1px solid black; height: 60px; width: 100%;"></div>

F. Show Data 2 ½ points

Information must appear in body of application and on application.

- 1. Sponsoring organization _____
 - 2. # of members/clubs _____ ¼ Point
 - 3. # participating _____ ¼ Point
 - 4. % participating _____ ½ Point
 - 5. Total # of exhibits* ¾ Point
 - Horticulture _____
 - Design _____
 - Education _____
 - Youth/SG _____
 - Botanical Arts _____
 - 6. Top Exhibitor Awards offered/not placed ¾ Points
 - Horticulture _____/_____
 - Design _____/_____
 - Education _____/_____
 - Youth/SG _____/_____
 - Botanical Arts _____/_____
- *Optional Divisions not required

Participation	
	()
	()
	()
Number of Exhibits in all Divisions	()
Top Exhibitor Awards offered/not placed ()	()

G. Photographs 3 Points

Top Exhibitor Award winners in all divisions 1 Point
 Each picture labeled with Division, Section, Class, Award and brief description. 2 Points

H. Staging 4 Points

Theme staging overall 2 Points
 Actual staging in each Division and Section 2 Points

I. Publicity 1 Point

Newspapers, magazines w/name and date, scripts from media broadcasts, posters, etc.

J. Conformance 1- ½ Points

Adherence to sequential order and other requirements.

K. Distinction 2 Points

Evidence of quality exhibits, creative staging, overall unity, special features.

Possible total score 25 Points

Actual BOE Score _____

Comments about the evaluation: may include suggestions for improvements for future shows. Must include a summary of Evaluating Panel's concerns & impressions of show.

How to Determine the Final Score for the NGC Flower Show Achievement Award

List Actual BOE Score _____ Multiply by 4 _____

List the three individual scores of Evaluating Panel

Add the four scores to obtain the TOTAL of 4 SCORES _____
(must be ≥ 380 to qualify)

Divide the TOTAL of 4 SCORES by 4 _____
(must be 95 or above to merit NGC FS Award)

Example: If Actual BOE score is 24
If Actual Evaluating Judges scores are 97, 98, 99
 $24 \times 4 = 96 + 97 + 98 + 99 = 390$
 $390 \div 4 = 97.5$
Final Score for NGC Flower Show Achievement Award is 97.5