

NGC FLOWER SHOW ACHIEVEMENT AWARD CHECK LIST

A list and requirements for the highly prestigious NGC Flower Show Achievement Awards are given in Handbook for Flower Shows 2017 and in the fall issue of *The National Gardener* in odd-numbered years.

A. APPLYING FOR AN AWARD

1. Local Flower Show Chairman contacts State Awards Chairman/State Flower Show Awards Chairman well in advance of show. Each state might have a specific State Chairman, procedure and/or application form.
.. Letter/application sent _____
2. Letter of intent must include the name of the sponsoring organization, address for mailings, show date/s, location, theme, and names, addresses and status of judges judging show, as well as the name, number and size category of NGC Achievement Award sought.
3. Each show is eligible for only one (1) NGC Standard 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 both an Adult Achievement Award and a Youth Achievement Award. If a club sponsors more than one Standard Flower Show in a calendar year, each show may be considered for an Achievement Award.
2. State Chairman secures a Panel of three Evaluating Judges from the list provided by club. State Chairman will provide this Panel with "Standard Flower Show Evaluation Scale". (Also, it is suggested that the Judges Chairman prepare self addressed, stamped envelopes that are addressed to the proper person for sending completed form to.) (form on www.gardenclub.org)
3. State Chairman will notify Local Show Chairman the names of the Evaluating Panel.
.. Club advised on _____
4. Clubs may assign fewer classes to the Evaluating Panel to judge.

B. DETERMINING IF FLOWER SHOW IS ELIGIBLE FOR NGC AWARD

1. The Panel evaluates the show on the schedule, actual and theme staging, quality and exhibition of horticulture, interpretation of schedule and artistic concept of the designs, and the special exhibits.
2. The Panel's scores must average 95 or more for the show to be considered for an Achievement Award.
3. A Panel member will immediately notify the General Chairman if the show scores 95 or more.
.. Yes _____ No _____

C. DURING THE FLOWER SHOW

1. Collect information for preparing Book of Evidence: for writing Show Description, statistics for Show Data (form on www.gardenclub.org).
2. /Take photographs:
show entrance,
theme staging in all divisions, .. overall views of each
division's staging,
unique staging,
Top Exhibitor Award winning exhibits,
Special Exhibits, ,
special features.
3. Photo suggestion: move horticulture in front of blank wall or place cardboard behind horticulture and/or design exhibits for clear, uncluttered picture of winners.
4. Collect information necessary to label and give word description of all photos.

D. COMPILATION OF BOOK OF EVIDENCE

Requirements in bold type, the balance are suggestions.

- Use theme binder or amphile 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. Do not include programs, educational hand-outs, newspaper articles, etc.
- State Awards Chairman will affix application form to inside front cover. 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.

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 art work.

Pages: Uncrowded & legible printing & drawings. 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.

Contents:

- 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.
- Table of Contents: List items by page number. Number the pages.
- 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, and 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.
- 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. (form 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.
- Source of flower show funding, ex. general club funds, annual plant sale, admission. Full financial report is not required.

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.
- Need not be professional pictures. Photos should be large, in focus with good lighting; neatly trimmed; trimming with fancy scissors is usually detracting.

- Top Exhibitor Award winning exhibits. Pictures of all Top Exhibitor Award Winners in all divisions are needed. Horticulture award winners may be grouped together for one picture.
- Do not include local award winners or non-Top Exhibitor Award winners 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 non top award winning exhibits are optional and may add interest to the book –only include if there is room.
- Each picture labeled with Division, Section, Class, award (if applicable) and brief description of staging. Label Top Horticulture Award winners with sections & classes, botanical names, awards received. Label Top Design winners with sections & classes, design description, awards received and staging and type of plant material used. Label Special Exhibits with word descriptions and staging.

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's. Photos and word descriptions of how horticulture, designs and special exhibits were actually staged, ex. shelves stacked on clay pots, pedestals. Label the photos.

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.

Schedule:

- Only one copy is placed in envelope attached to inside back cover. The Schedule will be evaluated for correctness of text, all necessary inclusions; theme, terminology, rules, conformance to NGC requirements.

Conformance:

- Adherence to the sequential order and requirements requested.

Distinction

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

E. SUBMITTING THE BOOK OF EVIDENCE

- Books of Evidence must first be evaluated on the state level by a panel of three (3) Accredited Judges. Follow the procedure recommended by the Handbook for Flower Shows, 2017 edition.
- The State Chairman will include the Evaluating Panel's Evaluation Forms before submitting the Book of Evidence to NGC Awards Chairman for judging.
- The Book of Evidence is 25% of score, the averaged scores of the Evaluating Panel is 75%. The combined score must be 95 or more to receive NGC Flower Show Achievement Award.

NGC Flower Show Achievement Awards
 Jeanne T. Nelson, 143 So. Harrison Ave.,
 Congers, NY 10920-2229
 to arrive no later than January 15th

NGC Flower Show Achievement Awards

An NGC Flower Show Achievement Award is the recognition given to an NGC member organization for its sponsorship of a superior flower show. NGC Flower Show Achievement Awards are listed in *The National Gardener* (www.gardenclub.org) in odd-numbered years with changes noted in even-numbered years. NGC member or affiliate clubs wishing to apply for these awards must contact their State Awards Chairman or designated representative, such as State Flower Show Awards Chairman, State Evaluations Chairman, State NGC Awards Chairman, or IA Awards Chairman, for forms and procedure.

NGC Flower Show Awards are non-competitive. Books of Evidence are NOT compared to or judged against one another; like an exhibit at a Flower Show, Books of Evidence are judged on their own merit. If the Flower Show scores 95 or more points, it will be honored with an NGC Flower Show Achievement Award.

Award year is January 1 through December 31.

A. General Procedure for Club/s

1. State or IA country designated chairman must be notified of the club/s' or organization/s' intent to apply for an NGC Flower Show Achievement Award six (6) weeks in advance allowing time for evaluating judges to be selected by an impartial state chairman or designate from the list of invited judges. **Selection of evaluators is never made by the flower show sponsor/s.**
 - a. Two (2) weeks prior to the show, designated state or IA country chairman sends NGC Flower Show Achievement Award Application Form and Show Data Form, along with the names of the evaluating panel/s to the show sponsoring organization.
 - b. The sponsoring organization provides copies of the appropriate *NGC Flower Show Evaluation Point Scoring Form* to members of the evaluating panel/s, as well as self-addressed stamped envelopes for returning the evaluation form to the designated state or IA country chairman.
2. Letter of intent must include the name of the sponsoring organization, address for mailings, show date/s, location and theme, and names and addresses of judges judging the show.
3. 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.
4. Upon completion of judging, show committee must provide the evaluating panel with show data including the number of club members or clubs involved, percentage of club/organization participation, and the number of exhibits in each Division.

5. If the show has qualified for Flower Show Achievement Award consideration, 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 to the state designated chairman or IA chairman before the state or IA country deadline.
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 Flower Show Achievement Awards chairman by the January 15 deadline.** *This means a state or IA country may submit unlimited number of Books of Evidence for a particular Flower Show Achievement Award. As stated above, all awards are non-competitive, and this allows NGC to recognize all top quality flower shows.* IA show sponsors submit their Books of Evidence to the IA Awards Chairman.
7. All Book of Evidence evaluations will be returned if the sponsoring organization provides self-addressed stamped envelope or mailer. Return mailers may be included in the submitted Book of Evidence. Judges' evaluations will not be returned, but summarized with the final evaluations.

B. Procedure to be Followed by Evaluating Judges

1. Evaluators are responsible for upholding NGC's high standards, scoring wisely, responsibly and objectively.
2. Only the selected evaluating judges must submit an evaluation form to the designated State Chairman. However, all other judges are free to evaluate the show, but their evaluations are NOT submitted to the state.
3. An evaluator's initial responsibility prior to the show date is to study the *Flower Show Evaluation Point Scoring Form* and to carefully review the flower show schedule for conformance to the *Handbook for Flower Shows*.
4. The day of the show:
 - a. Upon completion of judging assignments, the judge must consider all aspects of the show according to the *Flower Show Evaluation Point Scoring Form*. (Form 30, 31, 32)
 - 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. The score of the three (3) evaluating judges must average 95 or more points for the show to be considered for an NGC Flower Show Achievement Award.
 - d. 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.
 - 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 explanation of the deductions should be given to the General Show Chairman.
 - f. Each panel member shall complete an evaluation form **within one week** of the Flower Show including written descriptive and specific comments, sign the form and

return the form to the appropriate state or IA country designated chairman. Evaluations are to be kept in strict confidence and not freely discussed with others or shown to club members.

- C. **Compilation of the Book of Evidence** – Information on preparing a Book of Evidence for a Flower Show Achievement Award, including format and deadlines, can be found on the NGC Website.
- D. **Determination of 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 counts for 25 points, with the local judges' average evaluation pro-rated for the other 75 points. The actual point system can be found on the NGC Website.

NGC FLOWER SHOW ACHIEVEMENT AWARDS SUMMARY

KEY*: Besides the minimum number of exhibits required in the Horticulture and/or Design Division, 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 Group
- 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 100 member clubs): Two (2) educational exhibits, **and** at least any combination of three (3) additional education 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 education exhibits, Botanical Arts Division Sections, or Youth/Sponsored Groups Sections.

Award Name	Rosette Color	Award #	# of Members/# of Clubs	KEY* (ABOVE Page 3)
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 (United States Flag must be correctly and predominantly displayed)	Red/White/Blue	FS-4A	One member club	ii.
		FS-4B	Two (2) or more member clubs	iii.
Petite Standard Flower Show All horticulture and designs exhibits qualify as Petite Divisions.	Small Yellow	FS-5A	One member club	ii.
		FS-5B	Two or more member clubs	iii.
SMALL-STANDARD FLOWER SHOWS				
Club Small-Standard Flower Show Award	Petite Purple	FS-7A	Fewer than 21 members	i.
		FS-7B	21-49 members	ii.
		FS-7C	50-99 members	iii.
Holiday Small-Standard Flower Show	Petite Red and Green	FS-8	One (1) member club with fewer than 100 members	ii.

Patriotic Small-Standard Flower Show (United States Flag must be correctly and prominently displayed.)	Petite Red/White/Blue	FS-10	One (1) member club with fewer than 100 members	ii.
Petite Small-Standard Flower Show		FS-11	One (1) 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-13	Two (2) or more member clubs located near each other	iii.
Council Standard Flower Show	Rose	FS-14A	Sponsored by at least 3 member clubs belonging to an association, federation, group, circle, etc. and recognized by the State Garden Club	iii.
		FS-14B	Judges Council/s Standard Flower Show	iii.
District Flower Show (District or Region) (Based on total number of clubs within the area)	Green	FS-15A	District/region consisting of fifteen (15) or fewer NGC member Clubs	iii.
		FS-15B	District/region consisting of sixteen (16) or more NGC member Clubs	iv.
STATE FLOWER SHOWS				
State Flower Show	Gold	FS-16A	Small state; no more than 100 member clubs with 10% of adult clubs participating	v.1.

		FS-16B	<p>Large state; 100 or member clubs with 10% of adult clubs participating</p> <p>*Horticulture Division: minimum of 20 classes with at least 80 exhibits total</p> <p>*Design Division: minimum of 20 classes with at least 4 exhibits in each class</p>	v.2
YOUTH FLOWER SHOWS				
Youth Flower Show or Youth Section of an Adult Standard Flower Show	Red	FS-17A	Youth Flower show held by one (1) NGC Youth club or Youth group, sponsored by an NGC member club	ii.
		FS-17B	Youth Flower show held by two (2) or more NGC Youth clubs or Youth groups, sponsored by an NGC member club	ii.
		FS-17C	<p>Youth Participation in a Standard Flower Show</p> <ul style="list-style-type: none"> • Youth Section/sub-Sections must be evaluated separately from the adults on a separate <i>Scale of Points for Evaluating Standard Flower Shows</i> form by a panel of three (3) accredited flower show judges • 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) 	ii.

INTERNATIONAL AFFILIATE FLOWER SHOWS

International Affiliates Standard Flower Show	Sunburst	FS-18	One (1) or more International Affiliate	iii.
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PLANT SOCIETY FLOWER SHOWS

Plant Society Standard Flower Show	Orange and White	FS-19	Plant Society affiliated with NGC on local/state/regional/National level; or NGC organization co-sponsored with non-NGC affiliated Plant Society	i.
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SPECIALTY FLOWER SHOWS

Horticulture Specialty Show	Chartreuse Green	FS-20A	One (1) club	ii.
		FS-20B	Two (2) or more clubs	iii.
		FS-20C	Council, district, state or region sponsoring organization	iii.
Design Specialty Show	Blue and Yellow	FS-21A	One (1) club	ii.
		FS-21B	Two (2) or more clubs	iii.
		FS-22C	Council, district, state or region sponsoring organization	iii.