

## PROPER PROCEDURE FOR SENDING EVALUATIONS OF A FLOWER SHOW

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Flower Show Book of Evidence Chairman  
January 2026

National Garden Clubs requires all information for Flower Show Achievement Awards be filed digitally. This includes the 2 page Judge's Evaluation Form. The purpose of this document is to instruct judges on how this can be done efficiently.

1. Enjoy the flower show you have been assigned to evaluate! Make mental notes of what was good about the show and what could use improvement. Use your paper form to guide you. Be sure to fill in your remarks on page 2.
2. Upon your return from the show, go to the NGC website and transfer your show information to the fillable digital copy of the form and save it to your computer or phone. Be sure to name it properly--Evaluation, Club, Show Title

NGC website  
Member Section  
Forms Library  
Flower Show Evaluation Form 30S, 30 H, or 30D

3. Email a digital copy of the form--properly labeled to Deb Stumpf  
[logansmimi56@yahoo.com](mailto:logansmimi56@yahoo.com)

Send your paper copy to :

Mary Jane Martucci  
911 McClelland Road  
Finleyville, PA 15332-975

This change is necessary because the evaluations MUST be added digitally to the Flower Show Books of Evidence applying for a state or national award

Please try to submit all forms in a timely fashion.

Thank you. I hope we can all work together to make this process as easy as possible.