



National Garden Clubs, Inc.

Flower Show School

SCALE OF POINTS FOR EVALUATING STANDARD FLOWER SHOW SCHEDULES

Use this evaluation whenever NGC Flower Show Schedules are reviewed for accuracy.

This includes schedules for Student Judges writing for credit.

For correcting a student schedule, please include the following information:

State _____

Show Title _____

Student Number _____ Directive number _____

Date Assigned _____ Date Due _____

I. REQUIRED FORMAT (in this order) (HB P 20).....**8 Pts.** _____

- A. Cover and/or title page.
- B. Table of Contents; all pages must be numbered.
- C. Committee Chairmen with contact information (names, phone numbers/email addresses).
- D. General Rules (those that apply to the entire show).
- E. NGC Standard System of Awarding (stated in full per HB p5)
- F. NGC Top Exhibitor Awards, Recognition Awards, local or special awards offered
- G. Divisions-Order is determined by staging with required Divisions taking priority.
Division I and II are always Horticulture or Design
- H. All Divisions written in two parts: Rules (specific to Division) and Sections and Classes.
- I. Other Sections that do not apply to an NGC Flower Show Achievement Award
 - a. Invitational, Commercial, Plant Exchange/Sales

II. TITLE PAGE OR FRONT COVER.....**6 Pts.** _____

- A. **State:** Title of the flower show (appropriate)
Stated below title: (an NGC Standard Flower Show, an NGC Small-Standard Flower Show, an NGC Petite-Standard Flower Show or an NGC Petite-Small-Standard Flower Show, an NGC Horticulture Specialty Flower Show, or an NGC Design Specialty Flower Show.) (P20 Chapter 3)
- B. **State:** Name of club/s, group or organization presenting show.
- C. **State:** Location of the show with complete address (phone number if available)
- D. **State:** Dates (month, day, year) with times of show opening and closing.
- E. **State:** Admission information: Open and free to public, or admission price, or by invitation). State if handicap accessible.
- F. **State:** Affiliations (member of NGC, regional name, state, district number, 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) as updated with revisions posted on the NGC website, is the authority for all issues not covered by the schedule, which is the "Law of the Show". An updated copy The *Handbook for Flower Shows* may be downloaded from the NGC website at www.gardenclub.org.
- B. **State** the following information
1. Who may enter the Flower Show?
 2. Date, time, and place for accepting entries.
 3. Date, time, and place for removing exhibits.
 4. Time judging will begin.
 5. Complete Procedure for making entries.
 - a) State when, where, how, and from whom entry cards are available.
 - b) State cards are to be filled out in advance (typed, waterproof ink, labels, pencils).
 - c) If pre-registration is required, give specific Divisions, dates and contact information.
 - d) Registration may be online. State requirements.
 - e) **If all entries are computerized, state:** Entry card information must be sent to appropriate chairman by (date) **OR** Exhibitors are required to bring list of entries with the required entry card information on day of the show.
- C. **REQUIRED RULES STATE AS WRITTEN IN BOLD TYPE:** (HB P 24-25)
1. **"The Classification Chairmen for each division check exhibits for conformity to the schedule prior to judging. Final determination for conformance is the judges' responsibility."**
 2. **"The General Chairman and the Classification Chairmen for each Division are available during judging for possible consultations. They, along with the judges and clerks, are the only personnel allowed on the floor during judging."**
 3. **"The decisions of the judges are final. Awards may be withheld if not merited."**
 4. **"There must be an emphasis on FRESH plant material. No artificial plant material is permitted in any exhibit in any Division."**
 5. **"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."**
 6. **"The (fill in 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."**
- D. List the state's policy concerning the use of the state's native plants, invasive and noxious plants, and those on the state's conservation list. Website address is sufficient.

IV. AWARDS.....12 PTS. _____

- A. **STATE: THE NGC Standard System of Awarding is used in all Divisions:** (HB P 25)
1. Only one (1) 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 each NGC Top Exhibitor awards offered in the show
1. **State:** name and number of Division/Section Awards offered and HB page reference.
 2. Identify Sections/classes eligible for each award offered.

3. **State:** must be highest scoring 95+ blue ribbon winner. (Exception Youth requires 90+)
 4. Include minimum number exhibits required per Section/Class.
 5. Include rosette color
- C. Correctly list any Non-Top Exhibitor Awards and any local/specialized awards if 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. REQUIRED HORTICULTURE RULES (State as written in bold type below) ...HB P 27.....10 Pts. _____

- A. **"The NGC exhibit policies are printed in the *Handbook for Flower Shows*, Chapter 6, Exhibiting in the Horticulture Division."** (If needed, the policies could be individually listed as numbered rules.)
- B. **"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*."** (The exhibiting requirements could be individually listed for the specific plant.)
- C. **"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. **"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. **"Cut specimens should not have foliage below the water line, except for *gladiolus*."**
- F. **"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. **"Specimens with a class designation in the schedule may not be entered in the 'Any Other Worthy' class."**
- H. **"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. **"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. All plant material must be fresh and have been grown by the exhibitor.
- K. If exhibitor is to furnish containers, state: clear, preferably colorless, glass bottles. State size and weight restrictions on containers.
- L. All entries to be labeled by currently accepted binomial name, genus/specific epithet, cultivar, variety
- M. Include specific type of wedging allowed and if anchoring is allowed.
- N. State whether double potting is allowed.

VI. HORTICULTURE SECTIONS AND CLASSES...HB P 28.....10 PTS. _____

- A. Systematic formatting of Sections and classes/sub-classes.
 1. Division and all Sections/sub-sections are titled reflecting the theme or title of the Flower Show.
 2. Sections and Classes eligible for a Top Exhibitor Award should be identified with specific plant type requirements. (Cut specimens, container grown. Arboreal, etc.)
 3. Each Section contains at least three (3) specific Classes. 'Any Other Worthy Specimen' is last class listed but is not considered a specific class.
 4. State required number of specimens per exhibit, stem length, sets of leaves, size restriction, staging, etc. as appropriate for each horticulture class/type.
 5. Classes are listed alphabetically by genus or binomial name in *italics* when typed, underlined when written.

VII. REQUIRED DESIGN DIVISION RULES (state as written in bold type below) HB p 28-29.....10 Pts. _____

- A. **"The NGC exhibit policies are printed in the *Handbook for Flower Shows*, Chapter 7, Exhibiting in the Design Division, NGC policies and Guidelines."** (If needed, policies could be listed as numbered rules)
- B. **"Advance registration with the Design Entries Chairman/Consultant is required by (fill in date)"**
- C. **"Plant material and non-plant material permitted and not permitted in the Design Division are printed in the *Handbook for Flower Shows*, Chapter 7."**
- D. **"All plant material used in the design must be identified on a card provided by exhibitor and included with the entry card."** (schedule states the acceptable card size)
- E. **"The exhibitor is required to conform to the stated descriptions and limitations of the design type if named in the class."**
- F. **"Rules for Design Types, Advanced Design Types, Table Designs, and Table Appointments are printed in the *Handbook for Flower Shows*, Chapter 7."**
- G. **"The Scale of Points for Design are located in Chapter 14 of the *Handbook for Flower Shows*."** The Scale of Points may also be listed in the schedule.
- H. **"Designer is on his/her honor that the design being entered has not been previously entered or judged in an NGC Flower Show."**
- I. **"The designer has the freedom to choose traditional or creative style with any design listed unless restricted by the schedule."**
- J. Designs must be the work of one individual. (exception; Club Competitions or Companion Exhibits)
- K. Plant material need not have been grown by the exhibitor (unless required by schedule)
- L. Fresh plant material may not ever be treated in any manner. Dried plant material may be treated unless restricted by the schedule.
- M. If Designer is unable to fulfill the assignment, it is the Designer's responsibility to find a replacement.

VIII. DESIGN SECTIONS AND CLASSES10 Pts. _____

- A. Systematic formatting of sections and classes. Division, all Sections, and all Classes titled reflecting the theme or title of the Flower Show.
- B. Sections with classes eligible for Top Exhibitor Award with specific requirements
- C. For each section or class, state the **allotted space** (Frame of Reference) for the design. Use specific dimensions including height, width, depth. (For shows staged in a home, the furnishings and their placement are described with an advance viewing date of the show site for exhibitors.)
- D. Precise description of all **staging** provided by committee for each Section/Class.
 - 1. Table, pedestal, risers, etc.
 - 2. Type, color and texture of draping, wall, or other background.
 - 3. State if, when and where exhibitor may obtain specific staging.
- E. List all staging to be provided by exhibitor within his/her allotted space including staging panel and/or underlay if required or permitted.

IX. EDUCATION RULES AND EXHIBITS (HB p 29-30 and 85-86)5 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).
- C. State:** "Scale of Points for Educational Exhibits is listed in the *Handbook for Flower Shows*, Chapter 14" (Alternatively, the Scale of Points may be listed.)
- D. State:** Exhibits are competitive if competing for awards or non-competitive if not judged.
- E.** Specify frame of reference and all staging provided by committee.
- F.** Listing the exhibits in the schedule:
 1. The Schedule must list exhibit titles and a brief description of each exhibit provided by the exhibitor. (HB p 30) Exhibits must be pre-registered to be included in the schedule. Names of exhibitors may appear in the schedule only if exhibits are not judged
 2. Schedule lists each exhibit individually as Exhibit 1, Exhibit 2, etc.

X. YOUTH EXHIBITS/SPONSORED GROUPS RULES AND CLASSES HB p 30.....5 Pts. _____

- A. State:** Youth Age categories.
- B.** Sections/Classes require titles and may be limited by age groups
- C.** Classes appropriate to age group abilities. Staging supplied by committee.
- D.** Youth and Sponsored Groups are judged by the NGC Standard System of Awarding
- E.** Youth and Sponsored Groups do not compete against each other. Separate Sections need to be created for each group.
- F. State:** "Youth exhibits are evaluated using the Horticulture, Design, Education and Botanical Arts Scales of Points."
- G. State:** "The NGC exhibit policies are printed in the *Handbook for Flower Shows*, Chapter 9, exhibiting in the Youth and Sponsored Groups Division."

XI. BOTANICAL ARTS RULES AND SECTIONS/CLASSES (HB P 31)8 pts. _____

- A. State:** All Botanical Arts Exhibits except Photography must contain some plant material." No artificial plant material is permitted in any exhibit."
- B. State:** "The Scale of Points for Botanical Arts are listed in Chapter 14 of the *Handbook for Flower Shows*."
- C. State:** "The rules for Botanical Arts are listed in Chapter 10 of the *Handbook for Flower Shows*."
- D. 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."
- E.** List the Botanical Arts Sections individually with specific rules as they apply to each Section.
- F.** If a Top Exhibitor Award is offered, list the award, appropriate number of classes and minimum exhibits required
- G.** All Sections must have titles related to overall show theme. All classes must have titles related to overall show theme except for Botanical Arts Horticulture sections.
- H.** Describe all staging provided by committee and/or exhibitor.

- XII. PRESENTATION..... 6 pts. _____**
- A. Consistent format used throughout schedule, (HB P 20)
 - B. Schedule uses easy to read font style and font size. Consideration given to readability.
 - C. Creative titles and staging appropriate to Divisions/Sections/Classes carry theme throughout schedule and is of interest to the public.
 - D. Schedule is clear, specific, accurate and comprehensive according to *Handbook for Flower Shows*.
 - E. Correct terminology used throughout.

MAXIMUM SCORE 100 pts. Total Score _____

NGC Schedule Corrections Chairman _____

COMMENTS: