

# TIPS FOR PREPARING A DIGITAL FLOWER SHOW BOOK OF EVIDENCE

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## 1. PLAN AHEAD

- **Schedule:** Write a good schedule (per the NGC [Flower Show Handbook](#)) and have it approved by the District Schedule Advisor (check with your Judges Council). Be sure your schedule title page has ALL the necessary information. NGC requires, on the title page, a phone number and whether or not the venue is handicap accessible. **Your schedule is 5 points of your score.**
- **Show Evaluators:** Obtain Flower Evaluators from Mary Jane Martucci at least 6 weeks before the show using Form "[Request for Flower Show Evaluation](#)" on the GCFP website
- **Photography:** Appoint a capable club member to be your **show photographer**. Ensure they have a list of all the awards and take pictures of each.
  - Take several shots of everything so you have proper photos for your needs.
  - Take high-quality, clear, in-focus photos of the staging, horticulture, designs, botanical arts, and educational exhibits.

## 2. READ UP

- Read all the Flower Show Achievement Award information on the [GCFP](#) and [NGC](#) (scroll down) websites.
- Make a copy of the NGC Flower Show Achievement Award [Evaluation Form](#) and note the rubric for scoring points.

## 3. APPLICATION FORMS

### Download

[GCFP Application Form](#) from the GCFP website

[Flower Show Achievement Award Application \(FSA Form 1\)](#) from the NGC Website.

## 4. BOE SHOULD INCLUDE -- (in one document) No More than 20 Pages

- Cover Label – award name & number, show sponsors, show site (city, state)
- Title page - award name & number, show sponsors, city, state, applicant name, and contact info
- Table of Contents
- Show Description
- Show Data – use [form from the NGC](#) website
- Clear pictures of everything, including the staging, properly labeled with division, section, and class
- Before and after publicity

**Do NOT send a READ-ONLY file.** Judges' evaluations will be added to the files.

## 5. SENDING YOUR DIGITAL DOCUMENTS – Files must be sent as PDF

Files can be sent to me in two ways: by email or copied to a flash drive and mailed. Both are acceptable.

Files must be named appropriately. Examples below:

- FS-1A Name of GC, Name of Show ([GCFP Application](#))
- FSA Form 1, Name of GC, Name of Show ([Award Application](#))
- FS-1A BOE, Name of GC, Name of Show
- FS-1A Schedule, Name of GC, Name of Show (must include digital copy of schedule)

Evaluations are sent digitally by the judges to the BOE Chair, who adds them to your file

- FS-1A Judge's Eval 1, Name of GC, Name of Show
- FS-1A Judge's Eval 2, Name of GC, Name of Show
- FS-1A Judge's Eval 3, Name of GC, Name of Show

**Note:** if you are sending a photo of a document, you must name it properly as indicated above.

- If you are emailing the file, please convert the documents to a PDF. This compacts the file and makes it easier to email. DO NOT SEND EACH PAGE SEPARATELY.
- Be sure to check the file after you convert to pdf to ensure the spacing and pages are correct.
- Copying your files to a flash drive still requires you to convert documents to a PDF. If you mail it, it will be returned to you. Make sure you can add to the file.

Good luck with your books. I look forward to seeing them.

Please email books to: [logansmimi56@yahoo.com](mailto:logansmimi56@yahoo.com)

Mail flash drive to: Deb Stumpf  
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