

**STUDENT OUTLINE
FLOWER SHOW PROCEDURE I
Chapters 1 & 3**

**I. INTRODUCTION TO THE 2017 HANDBOOK OF FLOWER SHOWS –
II. COMPOSITION AND HIERARCHY OF AN NGC FLOWER SHOW**

A. Composition

1. Five Divisions in an NGC Flower Show (pg 1)

a. **Horticulture** – **Horticulture** is the art and science of cultivating plants. Exhibits of course **MUST** consist of ALL fresh plant material. b. **Design** – A design is a plan bringing order to an art form. We must encourage the use of fresh plant material. This does not mean a section cannot have dried plant material, but it does mean that some fresh plant material should be apparent somewhere in the design division, even in the late fall or dead of winter. c. **Education** – Informs members and the general public about the goals and objectives of NGC. These exhibits **SHOULD** include some fresh plant material. d. **Youth and Sponsored Groups** – This division is for young people through age 18 AND for groups of adults and/or children who have been organized and possibly housed in facilities for treatment & disabilities such as assisted living, group homes, etc. In order to have this division, the sponsoring garden club **MUST** be involved with the group/s in some way. e. **Botanical Arts** – new to NGC Flower Shows, this division offers the potential for additional types of horticulture, design and other art-like exhibits.

B. Hierarchy (pg 2)

1. **Divisions** – Think of a Flower Show Schedule as a filled-in outline. Roman numeral I is either Design or Horticulture. Roman numeral II is the other. Once Design and Horticulture are taken care of, the other three Divisions may be put in the schedule in whatever order works best for the show.

2. **Sections** – Capital A, B, C, etc., represent Sections, which are made up of classes with similar characteristics. A similar characteristic might be for Horticulture – Foliage Perennials as an example - or Arboreal, etc. For Design the breakdown might be All Fresh Plant Material as a Section and another one might be Dried Plant Material. Each Section **MUST** have a minimum of 3 classes in order to award an NGC Section Top Exhibitor Award (with a few exceptions).

3. **Classes** – Numbers 1, 2, 3, etc. sets up the classes. Class is a group of exhibits conforming to the same specifications. As an example, Under the Section Foliage Perennial, you might have a class of Hostas and a second class of Brunnera and a third class of Solomon's Seal. The three classes are each a differing genus but within each class, they all meet the same specifications. In Design, Artistic Crafts and Botanical Designs, a minimum of 4 exhibits is required but there is no minimum number of exhibits for Horticulture classes. a. **Subclasses** – occasionally, especially in the Horticulture Division, a class may have so many exhibits that it is best for several reasons to subdivide the class into two or even more sub-classes. At least 3 exhibits should form a subclass. Also remember that it is always the Classification Chair or the overall Chair in the absence of the chair who determines if a subdivision is to be made.

4. **Exhibits** – individual entry classified and placed within a class in an NGC Flower Show – for example, a cut *Hosta* leaf is an exhibit which may go into a class entitled 'Cut *Hosta*' which in turn falls under a Section entitled 'Cut Foliage' which in turn is under the Division of Horticulture. So, to look at it from an exhibitor's eye, the show begins with an exhibit which is brought to a show and entered into a Class which then is situated within a Section in the appropriate Division.

III. DEFINITION AND PURPOSES OF NGC FLOWER SHOWS

A. NGC FLOWER SHOW DEFINITION - the official title of a flower show conforming to standards established by National Garden Clubs, Inc. (pg 1) This title encompasses Standard Flower Show, Small-Standard Flower Show, Horticulture Specialty Flower Show and Design Specialty Flower Show. (pg 1)

B. Purposes of NGC Flower Show: (pg 1-2) When a club undertakes a flower show it includes a good bit of thought and a huge amount of work. It helps the club members if they understand the purpose of all of this brain power and effort.

1. To educate club members and viewing public – the show needs to be clear to those who come to see ‘the pretty flowers’. They need to be able to walk out with names of some horticulture they might want for their own gardens or perhaps they recognize something already in their gardens but they didn’t know the name of the plant. They need to see how those ‘pretty flowers’ can be manipulated into gorgeous designs for a mantle, bath or dining table.
2. To stimulate interest in horticulture – if a member of the general public comes to the show, chances are s/he has a love of horticulture first and foremost. A show should excite them and show them what they too can grow in their gardens, especially since most visitors will be local and able to grow whatever is on the exhibition tables.
3. To provide an outlet for creative expression – design can be very intimidating for novices, but you have to start somewhere, and a show should offer design excitement and encouragement to people who have never attempted this before. Having club members around to answer questions is always a plus at a show.
4. To convey to the community the objectives of NGC – a flower show should have some information readily available, either in the schedule itself or a handout which invites individuals to attend a meeting and try out the club or clubs. Basic NGC objectives should be in the schedule as well.

IV. SIX BASIC REQUIREMENTS OF AN NGC FLOWER SHOW (pg 2- 5)

A. MUST be planned and staged by NGC member club(s)*: These shows can be offered by a single club, council, district, state OR 1. Co-sponsored with a plant society, fair, municipal organization, etc. An NGC Flower Show must, even if co-sponsoring a show, follow all of the rules outlined in the *Handbook*. 2. IA’s - We have several IA (International Associates) member clubs throughout Mexico, South and Central America, Canada and even one in South Korea. * **A member club is defined as: a club that has paid dues to National Garden Club.**

B. Emphasis throughout required divisions MUST be on fresh plant material. While the horticulture division must have only fresh plant material; design, education and youth divisions are encouraged to use fresh plant material. Artificial plant material should never be used in an exhibit, but a minimal amount may be used in staging furnished by the show committee.

C. Schedule must be written and mechanically printable (can be posted on internet to save costs in reproduction).

1. It must contain specific wording (which you will be learning throughout these four courses) and must include essential details in each schedule.
2. Once the schedule is complete and has been accepted by the club, it becomes **The Law of the Show**.
3. Both exhibitors and judges are bound by the schedule requirements.
4. The Schedule must conform to the *Handbook for Flower Shows*, the ultimate authority.
5. The schedule must be made available to club members, especially those who will be exhibiting, and to the judges. These two groups must have the schedule well in advance of the show. Copies must also be available to the viewing public (this Schedule may be an abbreviated form)
6. IF everyone does not have e-mail or internet access then you should print for those that don’t. Individuals should also be notified of any changes after posting.

D. Two REQUIRED Divisions of a Standard Flower Show are Horticulture and Design.

Makeup of an NGC Standard Flower Show: (regardless whether a Small Standard or a Standard). Classes of Horticulture must equal or exceed the number of classes in the Design Division.

1. Horticulture Division requires: Minimum of 5 classes whether a Standard or Small Standard. Minimum of 20 exhibits in the Division overall, any number per class. This means that a class could have only 1 exhibit or even none. Classes may be divided into sub-classes HOWEVER these sub-classes may not substitute the 5 minimum required AND there should be 3 exhibits per sub-class at a minimum. Only the Classification and/or the General Chair may subdivide a class. Subdivided classes must be reflected on entry tags.
2. Design Division requires:

a. Small Standard Flower Show: Minimum of 3 classes for a SSFS and a minimum of 4 exhibits in EACH of those classes. That means there must be at least 12 exhibits for a SSFS. (Sub-dividing Design classes is never recommended in any Flower Show except perhaps a Club Competition). If additional classes are wanted, these may have any number of exhibits but total number of exhibits in a SSFS can be no more than 19.

b. Standard Flower Show (SFS): A minimum of 5 classes with a minimum of 4 exhibits per class. 5 classes x 4 exhibits/class = 20 exhibits minimum for SFS. Additional classes may be included, but each class must have a minimum of four exhibits. Again, subdividing classes in Design is never recommended.

E. Must be Judged by one or more Panel of NGC Judges: Three judges are needed to evaluate a NGC Flower Show. Two of the three need to be NGC accredited judges. The reasoning for three judges is so that there is never a tie in determination of the ribbon placing. 1. **ACCREDITED judge means either Accredited, Life or Master Judge who has completed and passed all four schools, completed judging and exhibiting requirements and passed Schedule writing.** 2. Make-up of an acceptable judging panel is one of the following: a. Three NGC Accredited Judges, any level; b. Two NGC Accredited Judges, any level and one NGC Student Judge. c. Two Accredited Judges, any level and one Plant Society Judge or one expert in a specialized horticulture field (grower, hort professor, hort extension agent, hort consultant, etc and these experts may only judge those areas in which they are expert – for example, an horticulture extension agent, unless he/she has other credentials as well, cannot judge the design division) or a recognized judge from a national or international gardening organization; or fine arts professional – this professional should be a Fine Arts Professional at a community college/university, art gallery, museum curator, etc. (You will learn about Photography judging later). If the show is co-sponsored by an NGC club and a plant society, the plant society judges may judge and offer their awards for all horticulture classes of their plant type. All other horticulture and ALL Design must be judged by at least 2 NGC Accredited Judges – the third judge may be one of the plant society judges - if the show is applying for an NGC Standard Flower Show Achievement Award. d. In every case there must be TWO NGC Accredited Judges per panel except in an **emergency** –if two are not available, one of the following panels is acceptable: 1) One NGC Accredited Judge, any level, one NGC Student Judge and one plant society judge, expert in specialized field of horticulture or recognized judge belonging to another national or international organization; or 2) One NGC Accredited Judge and two NGC Student Judges; or 3) Flower Show General Chair IF an NGC Judge, may serve on a judging panel only if all other emergency judging considerations have been exhausted. e. No panel should be required to judge for more than 2 ½ hours.

F. Must be Judged by the NGC Standard System of Awarding.

1. Purposes for Standard System of Awarding: a. Encourages uniform standard of judging; b. Ensures fair & objective evaluation of all competitive exhibits; c. Ensures no criteria are overlooked; d. Compares relative importance of quality.

2. All competitive exhibits must be judged by an approved panel of Flower Show Judges. Not awards or ribbons may be awarded or altered by others. Judge's panel decision if final.

V. **NGC STANDARD SYSTEM OF AWARDING** (pg 5)

A. Scales of Points are based on perfection – 100 points. These are the tools used to insure the purposes for the NGC Standard System of Awarding: 1. Each exhibit is evaluated individually. 2. Exhibits are ranked by the points they receive. 3. Scales of Points for all divisions are stated in Chapter 14. 4. Ribbons/Seals may be offered but should be uniformly used throughout all divisions. In other words, do not give ribbons for Design and seals for Horticulture – some folks might assume the Division receiving the ribbons is more important than the one/s receiving the seals. 5. Award must be withheld if exhibit/s do not merit point value for the ribbon. a. Only 1 first place (blue) ribbon per class or sub-class; must score 90 or above; b. Only 1 second place (red) ribbon per class or sub-class; must score 85 or above; c. Only 1 third place (yellow) ribbon per class or sub-class; must score 80 or above; d. One or more honorable mention (white) ribbons as merited; must score 75 or above.

It is possible for a class to have more than one 90+ score but only one blue ribbon can be laid. The lower 90+ would get the red ribbon, etc.

B. Entry Cards – 1. These are always available from NGC Headquarters but other formats may be used. 2. The entry cards of ALL blue ribbons MUST be signed and dated by an NGC Accredited Judge on the judging panel. 3. ALL non-blue ribbon exhibits scoring 90+ MUST be so designated on the entry card, signed and dated by an NGC Accredited Judge on the judging panel. Student judges can count a 90+ even if not a blue ribbon provided it is signed and dated by one of the NGC judges on the panel. It is also an opportunity to educate the public that just because the exhibit received a red or even white ribbon, it is still a quality exhibit. 4. ALL other entry cards MUST be initialed by an NGC Accredited Judge or Student Judge on judging panel so that exhibitors know for sure that their exhibit was judged.

C. ALL exhibits within a section MUST be judged by the same Scale of Points.

D. Exceptions to the 'Must Be The Work of One Individual' Rule – in NGC flower shows, everyone is expected to do their own work in Design and Botanical Arts and expected to have grown the horticulture they exhibit.

However, there are exceptions.

VI. NGC SPECIALTY FLOWER SHOWS (PG 6-7) – All requirements for a Standard or Small-Standard Flower Show must be met with the exception of the two required divisions (horticulture and design).

A. Horticulture Specialty Flower Show – All requirements for a Standard Flower Show (or small show) must be met, with the exception of the two required divisions. In this case, **only** Horticulture is exhibited. 1. Must contain a minimum of 10 horticulture classes. 2. A minimum of 40 exhibits is required. 3. May offer all NGC Horticulture TEAs. 4. At least 2 exhibits in any combination of Education, Garden and/or Youth must be included. 5. Botanical Arts Horticulture and/or Photography exhibits are permitted. 6. Eligible for the Horticulture Specialty Flower Show Achievement Award. 7. NO DESIGN EXHIBITS ARE PERMITTED.

B. Design Specialty Flower Show – again, all requirements for a Standard or Small Standard Show must be met, with the exception of the two required divisions. In this case, **only** Design is exhibited. 1. Must contain a minimum of 10 design classes with a minimum of 4 exhibits in each. 2. All NGC Design TEAs may be offered. 3. At least 2 exhibits in any combination of Education and/or Youth must be included. 4. Botanical Design, Artistic Crafts and/or Photography Exhibits are permitted. 5. Eligible for the Design Specialty Flower Show Achievement Award. 6. NO HORTICULTURE EXHIBITS ARE PERMITTED. *See page 7 for a good summary of all types of flower shows.

VII. CATEGORIES OF NGC FLOWER SHOWS (pg 8)

A. General Show – may be held in any public or private venue. These are usually held in homes, public buildings/halls, malls, museums, libraries, even department stores, etc. 1. If the location is not known to a number of exhibitors, a scheduled viewing may be printed in the Schedule so that those interested may come to see the arrangement of the show. 2. Exhibit space for Designs **must** be reserved in advance. 3. Design Entries Chair must inform exhibitors if any items or accessories typically present will be removed from the exhibiting area on the day of the show. 4. In some venues, not all exhibits of a class are shown in the same room. This is discouraged but sometimes cannot be helped. If this is the situation and judges must move between rooms for a single class, then each exhibit of that class MUST be point scored. While this usually does not happen in Horticulture, the same rule applies no matter which of the 5 Divisions the class falls under.

B. Petite Show – 1. The Design division must consist of all Petite Designs. 2. Horticulture Division specimens must consist of dwarf, miniature or naturally small specimens. 3. Education, Youth and Botanical Arts Division may be included, but should relate to Petite exhibits. 4. Miniature-sized award ribbons, stickers, NGC Top Exhibitor Awards and other NGC Exhibitor awards are available online. 5. The Petite and Elfin Top Exhibitor Awards are NOT available in Petite Flower Shows. Regular Awards are offered.

C. Holiday/s and Patriotic Shows – Holiday and patriotic shows must exhibit the theme of the show in all divisions and in staging throughout. For Patriotic shows, the American flag MUST be staged prominently somewhere in the show.

D. Show Cosponsored with a Plant Society – This is very educational to both garden club members and the general public. It is also a win-win for both clubs as it splits costs for a show and tends to draw more people than a single show. 1. IF the Plant Society is not an affiliate NGC member, at least one sponsoring group must be an NGC member for it to be considered an NGC Standard Flower Show. 2. The Plant Society may organize and use the society's judges in the Horticulture Division, placing only society's ribbons/awards. 3. Judging panels in the Design and other divisions must consist of at least two NGC Accredited Judges on each panel, except in an emergency. 4. NGC Top Exhibitor Awards may be offered and awarded only in divisions in which approved NGC judging panels have determined winners and NGC Top Exhibitor Award requirements have been met.

E. Major Flower Show – this is a state or national show or one sponsored jointly with a botanical garden, plant society, other national or international gardening organization and/or civic organizations. 1. For cosponsored shows, portions of each division may conform to NGC Standard Flower Show requirements, but plant societies and other gardening organizations may also determine overall rules for exhibiting that do not conform to NGC policies – just remember that ONLY those portions conforming to NGC Standard Flower Show requirements are eligible for NGC Top Exhibitor Awards. 2. Two special NGC awards for exhibits, Horticulture and Design (one each) may be offered in these shows. Request for these two awards (#56) must be made to NGC Member Services.

VII. RECOGNITION AWARDS (pg 45- 48) - Go to page 48 in your Handbook for a chart explaining these awards. There are awards offered that are not considered Top Exhibitor Awards and don't count toward an NGC Flower Show Achievement Award yet are good ways to encourage exhibitors, provide recognition and highlight talents. **A. Award of Appreciation** – Awarded to those exhibits that are not otherwise judged. Any classes/exhibits eligible for this award should be mentioned in the Schedule. These awards may be given to Invitational, Commercial and other non-competitive exhibits with no limit on the number offered – offered and placed by the show committee. **B. Best-In-Show** – two awards may be offered – 1 in Horticulture and 1 in Design provided no Top Exhibitor Award has been offered in that Division. Or, it may be offered in one Division and not the other. The winning exhibit must have scored a 90 or above. If offered, it must be mentioned in the Schedule. Placed by the judges. This is often offered in small shows and/or first time show. **C. Sweepstakes Award** – 4 may be offered per show: Horticulture Division, Design Division, Botanical Arts Division and Overall Flower Show. The Schedule must indicate the award/s offered and state manner in which winners are determined. The calculation is determined by the Awards Committee. **D. Regional, State and Local Awards** – Many local clubs have specialty awards that they offer during an NGC Standard Flower Show. They may be horticulture or design specific, or perhaps awarding hardest worker, etc. They may have had a hybridizer in their club that they now honor by offering a cup or other award to the best exhibit of type in the show for example. As with all other awards, they should be noted in the Schedule and a method for determining winner should be pre-determined and explained in the Schedule. Any number may be offered in an NGC show.

VIII. OVERVIEW OF FLOWER SHOW SCHEDULE – You will be studying the Schedule in some form in each of the four courses. This is simply an introduction to the overall Schedule. So briefly, the Schedule contains all of the guidelines for the show and ultimately will become THE LAW OF THE SHOW. It will tell the exhibitors, the judges and the general public (all three of these groups should be given the Schedule) the following: A. On the Cover - What it is, Where it will be held, When it will be held, Who is sponsoring it and what it will cost (most are free and open to the public but sometimes it may be used as a fund raiser or have another reason for asking for payment). B. It will list ALL Committee Chairs (and there are many). This list is most helpful to those exhibiting if they have questions and to judges should they need answers to questions or for subdividing. C. General Rules – Who may enter, Date, time and place for accepting entries and when entries close; time of judging and the state policy concerning the use of native plants, invasive and noxious plants and those on its conservation list. This is also informative to the general public as well as the exhibitors and judges. D. Awards – how many, which ones and which Sections/Divisions they cover. Again, helps judges prepare and offers information to the general public and the exhibitors. E. Specific Rules about each Division. Critical to exhibitors and often clears up questions by general public.