

Flower Show School Course II
Bowie, MD
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Flower Show Procedure Student Outline
Course II

- A. **REVIEW: 6 Basic REQUIREMENTS OF AN NGC FLOWER SHOW** (Handbook pp 1-9)
- A. **PLANNED AND STAGED BY NGC MEMBER CLUB (S)**, which are those paying dues to NGC
 - B. **EMPHASIS ON FRESH PLANT MATERIAL IN REQUIRED DIVISIONS**; minimal artificial can be used for staging
 - C. **SCHEDULE MUST BE WRITTEN AND MECHANICALLY REPRODUCIBLE**
 - D. **TWO REQUIRED DIVISIONS**: Horticulture and Design; specific numbers required for Small-Standard Flower Show, Standard Flower Show, Horticulture Specialty Flower Show, Design Specialty Flower Show. These numbers must be followed, especially within the Small-Standard Flower Show Design Division
 - E. **JUDGING**: Judging Panels consist of 3 persons, 2 of which are NGC Accredited Judges. Panel make-up can consist of:
 - 1. All NGC Accredited Judges (Accredited, Life, Master)
 - 2. Two NGC Accredited Judges and 1 student Judge
(Student judge serves minimum 3 classes in Hort AND 3 classes in design, or 6 from NGC Specialty Flower Show)
 - 3. Two NGC Accredited judges and one plant society judge; or two NGC Accredited judges and 1 recognized expert such as professional horticulturist, art instructor, museum curator, etc.
 - 4. If not enough NCG Accredited judges due to last minute emergency; not ideal:
 - a. One Accredited, One Student judge, one plant society or recognized expert
 - b. One Accredited, two student judges
 - c. The Flower Show Chairman may judge if an Accredited judge
 - F. **JUDGED BY STANDARD SYSTEM OF AWARD** (Page 5)
 - 1. One blue ribbon (90+), one red ribbon (85+), one yellow (80+) and unlimited white Honorable Mention (75+)
 - 2. **ALL non-blue ribbon 90+ exhibits must be so designated by Judges to encourage participation and educate the public; an Accredited Judge must sign and date entry tag**
 - 3. Use of the same ribbons or stickers throughout ALL divisions
 - 4. Scale of Points
 - a) Based on perfection (100 points)
 - b) **Purpose**
 - i. **Encourages uniform standard of judging**
 - ii. **Encourages fair/objective evaluation of all competitive events**
 - iii. **Ensures no criteria are overlooked**
 - iv. **Compares relative importance of qualities**
 - c) IF an exhibit does not merit a ribbon, it is NOT awarded.
 - d) **COMMENTS written by judges or dictated to clerks should be: Positive and helpful/constructive; legible; brevity useful (brief), easily understood, kind**

- B. DUTIES OF ALL FLOWER SHOW CHAIRMAN AND COMMITTEES** (HB pages 11-18)
 Flower Show is determined by the sponsoring organization, **allowing six (6) months ideally to plan and execute the show.**
- A. GENERAL CHAIRMAN/CHAIRMEN – appointed by Club President as soon as show is approved**
- A. Appoints committee chairman
 - B. Coordinates all Flower Show general meetings, setting dates/scope/site with President
 - C. Obtains NGC Flower Show Achievement Award application materials
 - D. Is PRESENT throughout the show to handle problems. Ideally, present during set-up and dismantling to handle conflicts.
 - E. Requests final reports, and compiles them in final show report
- B. SCHEDULE CHAIRMAN/COMMITTEE – write schedule including all pertinent information based on NGC Guidelines (Schedule Chapter, HB 19-31, Scale of Points 135-139)**
- 1. Works CLOSELY with Staging Chairman/Committee**
 2. Develops Flower Show Schedule (**LAW OF THE SHOW: Provides a LEVEL playing field for all exhibitors; everyone plays by the same rules.**) NOTE: Handbook is FINAL AUTHORITY.
 - 3. Schedule guidelines/considerations**
 - a) Space
 - b) Budget
 - c) Available Properties
 - d) Seasonal Horticulture plant material
 - e) Ability of members
 - f) Proper terminology (such as “double potting”, “wedging”, “staging panels”, botanical nomenclature)
 - g) NGC approved and prohibited policies (HB pg. 55, 79-81, 85-86)
- C. STAGING CHAIRMAN/COMMITTEE – May include properties, dismantling**
1. Emphasis on uncrowded exhibits and staging. Space needed: 3-4-foot aisles, bright lighting; arranges signage for classes, sections, divisions and show
 2. Creative staging encouraged (wagons, bales of straw, coffee tables, stools, etc.)
 3. Works CLOSELY with schedule chairman so each knows what properties are needed/available for exhibitors
 4. Secures staging for additional committees such as tables for awards, clerks, classification, placement, etc.
- D. ENTRIES CHAIRMAN/COMMITTEE**
1. Secure entry cards from NGC, or may use custom-designed cards
 2. Record ALL entries as they arrive; pre-registration may be possible and encouraged for large shows with big show areas
 3. Make sure entries are NOT received after cut-off time to ensure fairness to all exhibitors; late entries can be exhibited as “For Exhibition Only. Not to be Judged)
 4. Potential Entry Chairs (Page 12-14) – helps with pre-show work and during set-up directing exhibitors to classification chairmen; consider separate co-chair for all divisions

E. CLASSIFICATION CHAIRMAN/COMMITTEE (pp 169, also) – checks each entry for conformance to NGC policies and schedule requirements.

1. HORTICULTURE

a) **Can disqualify if**

i. **Infested with Insects/Infected with Disease**

ii. **Not Show Worthy**

iii. **Late arrival**

iv. **Can have a table available marked “For Exhibition Only, not to be Judged.**

b) **Assists with plant ID but this really is the exhibitor’s responsibility**

c) **Initials entry cards**

d) **Directs exhibitors to Horticulture Placement**

e) **Is available during the show for subdividing and correct placement of exhibits in wrong classes.**

2. DESIGN

a) **Makes sure plant material cards are present**

b) Checks conforms with schedule and NGC polices

3. **NOTE: Final Conformance is the judges’ determination.**

F. PLACEMENT CHAIRMAN/COMMITTEE

1. For Horticulture Division, checks entry card for accuracy and Classification approval.

a) Important for horticulture as exhibitor can only place collections and displays.

b) Must make sure horticulture specimens are correctly placed and NOT crowded.

2. For Design Division makes sure entry card are filled out and accurate, and directs exhibitor to proper class location.

G. JUDGES CHAIRMAN/COMMITTEE

1. Arrange for judges based on show size, inviting them at least six (6) weeks before show

2. Assigns judges Sections to judge.

3. Sends judges a “hard copy” of the schedule at least four (4) weeks before the show.

4. Remind judges of details a couple of days before the show.

5. Coordinate judges’ hospitality with Hospitality Chair, and assignments with Clerks Chair

H. CLERKS CHAIRMAN/COMMITTEE

1. Secures clerks and assigns them to judging panel.

2. Obtain supplies. Important to have sufficient ribbons/stickers and 90+ stickers

3. Recording of exhibit awards; placement of ribbons and awards.

4. **DUTIES: (HB page 16)**

a) Directs judges to classes; informs judges of number exhibits in class/potential TEA

b) For Horticulture, clerks can pick up the horticulture specimen’s container but not handling the material except conditioned evergreens shown without containers.
(Exception: Displays)

c) Attach ribbons/seals makes sure all blue ribbon and 90+ entry cards are signed

5. **ETHICS (HB page 17)**

a) Should step back so as not to hear judges’ discussion.

- b) Should not distract or ask inappropriate questions of judges.
- c) Should not enter discussion with judges concerning comments and/or decisions made by judges
- d) Does not volunteer information concerning exhibits/exhibitors
- e) If asked to write comments by judges, may write PRECISELY what judges dictate
- f) Should not break mutual trust by repeating judges' comments.

I. CONSULTANT CHAIRMAN/COMMITTEE

- 1. Ideally at least one for ALL divisions; individual Consultants may be appointed for Sections
- 2. Works with exhibitors to provide information on schedule and classes
- 3. Encouraged NOT to enter classes she/he is serving as consultant

J. AWARDS CHAIRMAN/COMMITTEE

- 1. Obtains ribbons and awards; delivers Awards to the Clerks Chairman
- 2. May assist/compile book of evidence
- 3. Tabulates results of the Sweepstakes Awards, if offered

K. PUBLICITY CHAIRMAN/COMMITTEE

- 1. Arranges for publicity before, during and after show.
- 2. Arranges for the show to be photographed if NGC Flower Show Achievement Award is intended

L. HOSPITALITY CHAIRMAN/COMMITTEE

- 1. Works with Judges' Chair on Judges' Hospitality -- refreshment
- 2. Arranges for Hostesses/Hosts during show; may need to maintain quality of show -- watering; guest register; distributing abbreviate schedule/program; keeping show room neat

M. Other Chairmen/Committee as needed

III. **WRITING A FLOWER SHOW SCHEDULE – Format and General Rules** (Chapter 3, HB pages 20-26 as an outline)

- A. **Cover/Title Page** -- The 4 "W's" -- who, what, where, when of the show.
- B. **Table of Contents** – Should list pages for chairs, rules, awards, divisions. All pages should be numbered, and headings listed here.
- C. **Committee Chairs** – List chair/committee members with phone number or e-mail (although both are preferable). Important for Chair and Co-Chair.
- D. **General Rules** – the overall show rules should be listed here and include at a minimum:
- E. **Awards**
- F. **Divisions (starting on page 27)**
 - 1. Titles are needed for all Divisions, Sections, Design, Education, and Botanical Arts classes (except for those related to Horticulture exhibits). Titles must be logical from overall theme.
 - 2. All horticulture classes MUST be listed alphabetically in a Section except for "Any Other..."
 - 3. Consider the new Botanical Arts Division (especially photography) to add interest to the show.

IV. BOTANICAL ARTS – PHOTOGRAPY (HB 95-96)

- A. Intended to stimulate garden/gardening interest, photographic abilities and NGC goals and objectives.
- B. Schedule driven. All photos must relate to A. above.
- C. **No FRAMES. Must be matted**; professional matting acceptable.
- D. Exhibits must be **displayed at eye-level...and VERTICALLY.**
- E. **Plant material should be labeled.**
- F. Photograph can be manipulated
- G. JUDGING PANEL
 - 1. **Three (3) members**
 - 2. **May consist of one (1) NGC Accredited Judges; other two (2) are recognized photography experts.**
 - a. **Photography instructors**
 - b. **Newspaper photographers**
 - c. **Museum curators**
 - d. **Other photography experts**
 - 3. NOTE: NGC Accredited Judges do NOT receive judging information on photography, and thus are not considered experts.
- H. Judged by the Photography Scale of Points (HB pg. 131)
 - 1. **Conformance** (NGC judges should be capable)
 - 2. **Interpretation of Class Title** (similar to Design “Expression”)
 - 3. **Composition** (Photograph experts)
 - 4. **Artistry/Creativity** (NGC Judges/Photography experts)
 - 5. **Technical Achievement** (Photography experts)
 - 6. **Distinction/Impact – WOW FACTOR!**
- I. Botanical Arts Photography Award (Black and white ribbons)
- J. Not eligible for exhibiting credits