



# National Garden Clubs, Inc.

FORM 22

## FLOWER SHOW SYMPOSIUM CHECK LIST

The State Flower Show Symposium Chairman may use this form to help monitor the responsibilities associated with a Symposium.

SYMPOSIUM LOCATION: \_\_\_\_\_ SYMPOSIUM DATES: \_\_\_\_\_

(Contract location one year prior to Symposium)

STATE APPROVAL DATES TO CONDUCT FLOWER SHOW SYMPOSIUM: \_\_\_\_\_

INSTRUCTORS - Secure all Instructors one year prior to Symposium dates (HB, p. 216). Also see HB, pp. 218-219.

Horticulture: \_\_\_\_\_ Contract mailed \_\_\_\_\_ Contract returned \_\_\_\_\_  
(4 hours) (2 copies)

Design: \_\_\_\_\_ Contract mailed \_\_\_\_\_ Contract returned \_\_\_\_\_  
(4 hours) (2 copies)

Allied Topic: \_\_\_\_\_ Contract mailed \_\_\_\_\_ Contract returned \_\_\_\_\_  
(1 hour) (2 copies)

Allied Topic: \_\_\_\_\_ Contract mailed \_\_\_\_\_ Contract returned \_\_\_\_\_  
(1 hour) (2 copies)

LOCAL SYMPOSIUM CHAIRMAN: (if any) \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SYMPOSIUM REGISTRAR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### REGISTRATION DATES:

Date Registration Form (5 copies) mailed to NGC Symposium Chairman: \_\_\_\_\_

Mail at least 4 months before Symposium Be sure to enclose \$5.00 check for registration.

Date returned Registration Form with NGC Symposium Chairman's Signature: \_\_\_\_\_

Signature indicates that all Instructor outlines have been approved

### DATE INSTRUCTORS' MATERIALS ARRIVED FOR DUPLICATION:

Horticulture: \_\_\_\_\_ Design: \_\_\_\_\_

Allied Topic: \_\_\_\_\_ Allied Topic: \_\_\_\_\_

APPOINTED PROCTOR'S NAME FOR P.S. EXAM: Hort. \_\_\_\_\_ Design \_\_\_\_\_

MASTER PANEL MEMBERS: Hort. (2) \_\_\_\_\_

Design (2) \_\_\_\_\_

DATE TEST PAPERS MAILED TO INSTRUCTORS FOR GRADING: (Within 1week): \_\_\_\_\_

Send by: Certified or Priority Mail with tracker. Include stamped, self addressed envelope.

DATE TEST PAPERS WERE RETURNED AFTER GRADING: \_\_\_\_\_

### ACCREDITATION MATERIALS:

Mail the following documents when the graded papers have been received.

Documents include: PT SCORING PAPERS FROM 3 STUDENTS (Each set represents either a high, a middle, or a low total score) MASTER PANEL POINT SCORING SHEETS (1 copy for each of the 4 classes) CHECK PAYABLE TO NGC - \$5.00 for each Judge taking exam + \$5.00 for each Judge auditing symposium. FORMS: SUMMARY SHEET (yellow) 4 copies ROSTER OF JUDGES HAVING TAKEN EXAM (pink) 2 copies ROSTER OF JUDGES AUDITING FOR CREDIT (green) 2 copies RETURN ENVELOPE WITH SUFFICIENT POSTAGE FOR CERTIFIED OR PRIORITY MAIL - Must include the return receipt card or the tracking form.

RETURN TEST PAPERS TO JUDGES WITH RENEWAL APPLICATION FORMS WHEN APPROPRIATE.

HAVE STATE CREDENTIALS CHM. NOTIFY NGC SYMPOSIUM CHM. ABOUT JUDGES DESERVING STATUS ADVANCEMENT. Use form #17F-07(w).

NGC Symposium Chm. will mail 1st and 2nd Refresher cards, Life and Master cards to the State Symposium or the Credentials Chm.