

FLOWER SHOW SYMPOSIUM CHECKLIST

PURPOSES

- Provide opportunities for Accredited Judges to refresh their knowledge of judging procedures in all divisions of an NGC Flower Show, and to remain in good standing;
- To challenge participants to explore advanced studies and to promote a higher level of competency using proper exhibiting and judging techniques
- Provide learning opportunities of the latest in design and horticulture techniques for all garden club members interested in NGC Flower Shows, Horticulture and/or Design.

SCHEDULING

States may establish a schedule of symposiums within the state or state districts during a specific time frame, or may coordinate with surrounding states, alternating sponsorships of symposiums.

- I. RESPONSIBILITIES OF THE STATE FLOWER SHOW SYMPOSIUM CHAIRMAN
 - A. At least **one (1) year** in advance, acquires approval from State Garden Club Executive Board or State Judges Council Executive Board to sponsor Flower Show Symposium.
 - B. Plans and organizes all Flower Show Symposiums within the state, supervising all details or appointing a Local FS Symposium Chairman per state policy.
 1. The State Flower Show Symposium Chm. is ultimately responsible for all FS Symposium activities.
 2. All forms sent to the NGC Symposium Chm., Instructors, NGC Headquarters, etc. must be approved and/or mailed/emailed by the State FS Symposium Chm.

NOTE: A local FSS Chairman shall not take the local FS course or symposium for credit unless permission is granted by the NGC Flower Show Schools Committee Chairman.

DUTIES OF THE STATE AND LOCAL FS SYMPOSIUM CHAIRMAN in sequential order.

Responsibility	Date Accomplished
A. Organization (club, judges council, district, state, countries) expresses interest in hosting FS Symposium	
B. Local FS Symposium Chairman appointed or elected, or State FS Symposium Chairman may assume all duties, and/or appoints specific Symposium chairman	
C. State and/or Local sponsors will determine site/s and dates for Symposium with approval from State FSS Chairman	
D. State FS Symposium Chairman requests state approval	
E. State FS Symposium Chm. provides necessary forms (1, 10, 11, 12, 22, 23, 26 and 27) to the Local Chm., with immediate attention to Forms 1, 22, and 23. Forms may be found on the NGC Website as fillable PDFs which can be emailed and/or printed.	
F. State and/or Local Chm. plan the symposium including selecting all instructors and choosing specific plants to be studied. Symposiums must include four (4) hours EACH of Horticulture and Design (including practice point scoring) and two (2) hours of Allied Topic/s.	
<p>G. Local Chm. invites instructors for Horticulture and Design AT LEAST ONE (1) YEAR prior to the scheduled symposium. Symposium chairmen should plan contracted expenses accordingly, and may rescind an invitation before contracts are signed if lecture fees aren't within the Symposium budget range.</p> <ol style="list-style-type: none"> 1. The list of approved instructors can be found on the NGC Website. Only instructors approved to teach Symposium (and marked with an "S") and in Good Standing can teach. The list is updated each January and July. 2. Horticulture and Design must be taught by different NGC approved instructors. Allied Topic/s may be taught by either instructor, or a third qualified lecturer. 3. Two copies of the Instructors Contract (Form 23) are sent to each instructor and/or lecturer immediately after the instructor accepts the invitation. Contracts may be emailed or mailed. 4. When contracts are received, all instructor requests should be noted. Supplemental horticulture and design requirement forms can be found on the NGC website. These forms are not mandatory but are useful and can be appended to the contracts. <p>NOTE: If the Local Chm is also the Flower Show Symposium Instructor contracted for that symposium, the state FSS Chm. must approve and sign the contract. If the Local Chm. is also the state FSS Chm., the state President must approve and sign the contract.</p>	

H. Local FS Symposium Chm. appoints FS Symposium committee members. See pages 6-9 below for details of these chairman. (NOTE: A successful FS Symposium uses many committee volunteer members. The Local FS Symposium Chm. should NOT do it all)	
I. Local FS Symposium Chm. starts filling out the local FS Symposium checklist (Form 22) as preparation for the symposium's progress. Deadlines should be highlighted and met.	
J. Local FS Symposium Chm. makes five (5) copies of Form 1. <ol style="list-style-type: none"> 1. Mails/emails all papers to State FSS Chm. 2. State FSS Chm. reviews all papers and forwards them to NGC Symposium Chm. NO LATER THAN FOUR (4) MONTHS before scheduled symposium. (NOTE: IA Country FS Symposium Chm. mail papers to the NGC IA Symposium Chm.) <p>(NOTE: NGC Symposium Chm. notifies <i>The National Gardener</i> editor, NGC Headquarters, and NGC Flower Show Schools Chairman of course number, dates, location, registrar's name and address. The NGC Website will list the names of the instructors and their subject matter.)</p>	

COURSE SCHEDULE	
A. Schedule must include 2 full days of lectures, or depending on scheduling, two and half days with the Allied Topic taking place during the half day.	
B. At least one 15-minute break must be planned for each morning and afternoon session in addition to the lunch break.	
C. Written point scoring exams MUST follow immediately after practice point scoring. (NOTE: An Allied Topic MAY NOT separate Practice Point Scoring from the Written Point Scoring examination.)	
D. Horticulture and Design lectures, including practice point scoring, must total four (4) hours each. Allied Topic lecture must total 2 (two) hours, but may be split into one (1) hour each over two or three days, and can be in the morning before lectures, in the evening, or prior to Day 1.	
E. Written point scoring exam must only be one and a half (1 ½) hours.	
F. IF an allied topic is being taught by someone other than an NGC Instructor, an outline must be secured, with the instructor's biography, and sent via email/mail to the NGC Symposium Chairman for approval.	

PRELIMINARY PLANNING CONTINUED	
A. Symposium brochure must be printed and distributed throughout state and NGC region. Brochure should include: location, date, time schedule, lecture subjects, registrar, contact information, instructor	

biographies, registration form, directions, and local lodging. Copies should be emailed/mailed to participants, all instructors and NGC Symposium Chm. at least three (3) months before the symposium.	
B. Works with Staging Chairman on securing a facility with sufficient room for classroom teaching and practice point scoring, exhibit space for horticulture specimens and design exhibits, design instructor set-up room, and Written Point Scoring examination.	
C. Continues to communicate with Committee Members regularly about status of their responsibilities.	
D. Works with NGC Instructors/non-instructors to make sure all outlines and point score sheets are approved by the NGC Symposium Chairman.	
E. Duplicates all outlines, practice point score sheets for all symposium participants. Papers should be distributed in advance so participants have the chance to study.	
(NOTE: Packets may be assembled in binders, booklets, or folders.)	
F. Duplicates Written Point Score Sheets for all judges taking the exam.	
G. Sends horticulture and design point scoring forms to the Horticulture Instructor's Asst. and Chm. of Design	
H. Secures two (2) Accredited Judges to serve on the Horticulture Master Panel and two (2) Accredited Judges to serve on the Design Master Panel. Master panel judges MUST attend the lecture and practice point score lecture.	

ONE WEEK BEFORE COURSE	
A. Duplicates Form 27, <i>Evaluation of FSS Committee and Instructor</i> , for each attendee. One form should be available for EACH instructor.	
B. Double checks Instructors contracts for special requests.	
C. Checks with local committee chm for last minute issues	
D. Confirms the Horticulture Master Panel and Design Master Panel accredited Judges are attending the lecture and practice point scoring.	
E. Obtains supplies as needed which could include stapler, pencils, pencil sharpener, clipboards for judges taking the point score examinations, markers, and entry tags for practice point scoring and written point scoring examination.	

ONE DAY BEFORE COURSE	
A. For Horticulture: Specimens must be identified, staged, and in place for instructor's review the afternoon before the Horticulture Lecture	
B. For Design: Instructor must be given ample time to create eight (8) designs and place them the day prior to the Design Lecture. (Allow approximately 30+ minutes per design.) 1. Instructors should never be asked to work after the dinner hour.	

2. Instructors must be given a workroom for a day prior to lecture if unable to set up in lecture room by noon.	
C. Advises instructors of plans involving meals, transportation, lodging etc.	
D. Provides a Student Number to each Judge taking the Written Point Score Exam. This number is not shared with instructors. Students will use this number on all examination papers. NOTE: Assigning numbers alphabetically by student's last name may help with clerical work, though it is not required.	

DAY OF SCHEDULED COURSE	
A. Follows the established time schedule.	
B. Handles all last minute concerns	
C. Provides outlines, point scoring sheets, and other materials to newly registered attendees.	
D. Briefly introduces dignitaries and instructors.	
E. Makes necessary announcements including: <ul style="list-style-type: none"> 1. Only pertinent questions to the symposium subjects should be asked during lectures and none are to be argumentative. 2. Any corrections/problems relative to the lectures must be supported by the Handbook references and given in writing to the State/Local Symposium chm. 3. Reminds audience members to turn cell phones to off or vibrate. 	
F. Distributes <i>Evaluation of FSS Committee and Instructors Evaluation</i> , Form 27, to participants. Collects form, reviews comment relative to committee responsibilities. ALL forms are sent to the NGC Flower Show School Chairman or IA FSS Chm. (Note: if serious problems arise concerning any instructor, the State FSS Chm. should be advised and that chairman should contact the NGC FSS Chairman or IA FSS Chm. All such reports are kept in strictest confidence and every effort is made to resolve the problem.	
G. Distributes Point Score sheets for the Written Point Scoring Examination to the judges and Master Panel.	
H. Confirms payment to Instructors based on agreed-upon contract.	
I. Collects Point Scoring examination papers from the Point Scoring Examination proctor and Master Panel, records the judges' numbers and puts papers in sequential order. Mails paper using USPS postage, Priority Mail , <u>including a self-addressed stamped return Priority Mail envelope</u> . Papers are mailed to instructors NO LATER than one (1) week after Examination Day.	

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WHEN PAPERS ARE RETURNED	
<p>NOTE: Examination papers are NEVER returned to students until the Symposium has been fully accredited by the NGC Symposium Chairman.</p>	
A.	When all point score papers are graded, they will be returned by the Instructor along with Form 26 for their subjects, Master Panel papers, and Master Panel point score summary. Papers should be returned within three (3) weeks upon receipt by Instructor.
B.	Local chm. will tabulate all grades for each judge on a copy of Form 26 for the state and local chm. files, and transfer grades to Form 11. Any grades on any examination lower than 75 are circled in RED.
C.	<p>All grades are added and then averaged for each student, except for those students with failed written point scoring examinations. The Highest, Middle and Lowest totaled grade papers are COPIED and the originals are sent to the State FS Symposium Chm, who reviews them and forwards them to the NGC Symposium Chm. (or IA Accrediting Chm.), with the following forms:</p> <ol style="list-style-type: none"> 1. Summary Form 10 – 4 copies (IA, 5 copies) 2. Symposium Credit Roster Form 11 – 2 copies (IA, 5 copies) 3. Symposium Audit Roster Form 12 – 2 copies (IAs 5 copies) 4. Form 17 “<i>Combined Application for All Judging Status Advancements</i>” listing judges for whom records are held and are deserving of advancement to Accredited Life or Accredited Master Judge. 5. Master Panel Point Scoring sheets, 1 for each Written Point Score Examinations. 6. Check in the amount of \$5 for each name on form 11 and 12. <p>NOTE: ALL papers are held and not mailed to students until the Symposium has been accredited by the NGC Symposium Chm.</p> <p>NOTE: Failing papers and grades for Symposium written point score examinations are ALSO sent to the NGC Symposium Chm. for review.</p>
D.	When the Symposium has been finalized and accredited by the NGC Symposium Chm., the State FS Symposium Chm. will receive signed and dated copies of all papers submitted.
E.	All written point scoring examination papers and copies of the Master Point Scoring Sheets are returned to all the judges.
F.	Preparation begins for the next Symposium.

Chairman listed below may take on more than one responsibility. Chairmen may also elect to develop a committee for assistance.

COMMITTEE CHAIRMAN	DUTIES	DATE ACCOMPLISHED
Symposium Registrar	A. Receives and records all registrations and checks, noting name, address, email, phone, judges' status.	
	B. Forwards checks to Symposium Treasurer	
	C. Confirms eligibility from State Judges Credential Chm. two (2) weeks prior to symposium.	
	D. Obtains form 18 from all out-of-state judges seeking credit and forwards these to State Judges' Credential Chm.	
	E. Establishes system for verifying attendance at all Symposium sessions. (A punch card is recommended)	
	F. Provides list of registered participants to Local Symposium Chm.	
	G. Collects attendance cards upon Symposium completion and gives to the State Judges Credential Chm. for processing.	
Symposium Treasurer	A. Works with Local Symposium Chm. in establishing an overall budget for the Flower Show Symposium.	
	B. Establishes bank account for the Symposium based on State, Region and/or NGC policies.	
	C. Records all checks and cash received.	
	D. Pays all bills based on submitted receipts.	
	E. Provides an account summary upon completion of the Symposium to the sponsoring organization.	
Horticulture Instructor's Assistant/s	A. Secures sufficient quantities of required plant material from selected plant groups for discussion, practice point scoring and Written Point Scoring exam, as requested by horticulture instructor. Plant material should be of high quality, garden-grown as much as possible, and show worthy though not all blue-ribbon winners.	

	B. Assists instructors in determining specimens for practice point scoring and Written Point Scoring examinations.	
	C. Aids in identifying and botanically labeling all exhibits.	
	D. Sets up specimens as directed by the horticulture instructor.	
	E. Botanically labels all exhibits for practice point scoring and the three specimens per class for the Written Point Scoring exams. Specimens should be number 1, 2, and 3 from left-to-right. NOTE: Specimens for point scoring do not have to be identical but representative of the requirements of the point score sheet class description. If due to weather conditions, etc., chosen plants are unavailable and must be substituted, the chm. must notify the Local Symposium Chm. immediately, and works with the Horticulture Instructor and NGC Symposium Chm. or IA Accrediting Chm. on replacement plants to study.	
	F. Dismantles demonstration and point scoring exhibits, and assists Instructor with removing visual aids.	
Floral Chairman/Committee including Design Assistant/s	A. Works with Local FS Symposium Chm. in securing Instructor's plant material needs at least three (3) weeks prior to the Symposium based on Instructor's contract.	
	B. Provides buckets, brooms, dustpans, waste baskets, etc. and makes requested materials (conditioned plant material; containers; backgrounds; line material etc.) available on the morning of the day prior to the Design lecture.	
	C. Aids in unpacking, setting up, dismantling and repacking instructor's design equipment.	
	D. Keeps work areas clean.	

Chairman of Designs (for practice and Written Point Scoring)	<p>A. Secures necessary designers who interpret design specifications based on the Instructor's point scoring class description.</p> <p>NOTE: Any capable designer may create design/s for practice and Written Point Scoring exams, though those taking the Written Point Scoring exam for credit may NOT create a design/s for the written examination.</p> <p>The Chairman of Designs should work with students if they are assigned practice point score design classes on design techniques, NGC design policies, etc. <u>Practice sessions are encouraged.</u></p>	
	B. Supervises staging of all design. Designs are numbered 1, 2 and 3 from left-to-right. List of plant material on cards placed by design.	
	C. Assists designers with dismantling if needed.	
Allied Topics Chm.	Assists Allied Topics Speakers as needed.	
Staging Chairman and Committee	<p>A. Insures sufficient room to accommodate audience, practice point scoring exhibits, horticulture specimens, design instructor's designs, lecture visual aids and other visual aids.</p> <p>B. Provides and sets up all staging needs as requested by instructors. Reviews instructors' contracts with Local FS Symposium Chm. for requested tables, skirting, pedestal, frames, staging panels, etc.</p> <p>C. Provides for wastebaskets.</p> <p>D. Provides for microphone system, preferably a lavalier, for the speakers.</p> <p>E. Arranges for physical set-up for attendees. Classroom style with tables and chairs for judges is preferred.</p> <p>F. Arranges for registration, sales and hospitality tables.</p> <p>G. Arranges for separate room for Written Point Scoring examination for Horticulture and Design. If separate rooms are unavailable, arranges for screened-off portion of lecture room.</p>	

Speaker's Hospitality	A. Arranges for instructors' arrivals and departures, lodging, meals, and transportation throughout stay.	
	B. Provides water to drink during lectures	
Symposium Hospitality	A. Arranges food and beverage/s during breaks	
	B. Plans for meals for judges and/or instructors.	
Written Point Scoring Examination Proctor	A. Sits in written point scoring examination room/s for the allotted testing time, maintaining order and silence.	
	B. Checks that each Exhibit is clearly labeled by class and number, and placed left-to-right, with a list of plant material used for each design.	
	C. Insures judges do NOT take anything into the examination area except writing utensil, point score sheets and clipboard. All outlines, books and other written materials are not permitted.	
	D. Makes sure all electronic devices are turned off or kept from the room.	
	E. Makes sure judges do not confer with each other or touch exhibits. Judges are given a verbal warning for the first offense; should a violation occur a second time, the judge may be asked by the proctor to return incomplete examination papers and immediately leave the testing room. Such papers will not be graded.	
	F. Distributes and collects Written Point Scoring Examination papers. Checks for Judge's number, addition and existence of comments in all boxes.	
	G. Remind judges periodically of testing time remaining.	
	H. Returns all point score testing papers to the Local Symposium Chm.	

EMERGENCY PROCEDURES INVOLVING INSTRUCTORS

EMERGENCY LESS THAN A MONTH BUT MORE THAN TWO (2) WEEKS before registered Symposium.

1. Contracted instructor seeks replacement with approval of Local/State FSS Symposium Chm and NGC Symposium Chm. If contracted instructor is unable to find a replacement, Local Symposium Chm. assumes responsibility and may seek assistance of NGC Symposium Chm., or IA FSS Chm.
2. Replacement instructor **MUST** be in good standing and approved to teach the required subject.
3. State FS Symposium Chm. is notified of replacement.
4. State FS Symposium Chm. requests approval of NGC Symposium Chm. or IA Symposium Chm.
5. If sufficient time is available, replacement may have new Point Scoring forms approved by NGC Symposium Chm. or IA Symposium Chm., and teach from own outline/s or newly agreed upon topic. If insufficient time, instructor is allowed to use previous instructor's outline/s and examinations.
6. If approved replacement cannot be found, the symposium must be postponed or attendees must be informed in advance that only a portion of the required hours will be taught at that time. Judges **MAY NOT** receive credit for a symposium until all subjects have been taught in their entirety and, if necessary, point score examinations passed.

EMERGENCY LESS THAN TWO (2) WEEKS PRIOR TO COURSE

Same as above, though there is insufficient time for new subject/outline and point score sheet to be approved. **HOWEVER**, if an alternate topic written by the substitute instructor has already been approved and the State Symposium Chm. agrees, topic change/s may be made.

EMERGENCY DURING SYMPOSIUM

1. If instructor is unable to complete the lecture, and **any** accredited NGC FSS Instructor is available, that instructor may complete the lecture.
2. If no instructor is available, the subject must be postponed and taught at a later time.
3. Judges receive credit **ONLY** for subjects that have been taught in full and, if necessary, Point Scoring Examinations taken and passed. Judges do not receive credit for the entire symposium until all subjects have been taught and, if necessary, all point scoring examinations have been taken and passed.
4. State Symposium Chm. must contact either the NGC Symposium Chm. or the NGC FSS Chm. as soon as possible for assistance in resolving problems.