

“SHOW TITLE”

SPECIFY TYPE OF SHOW: An NGC Flower Show, An NGC Small-Standard Flower Show, An NGC Horticulture Specialty Flower Show, An NGC Design Specialty Flower Show, An NGC Petite Flower Show, or an NGC Petite-Small Standard Flower Show and any others listed in the HB.

Presented by

STATE: Name of GARDEN CLUB, DISTRICT, COUNCIL OR STATE

At

STATE: Site/venue for show

Full street address

Phone number if available

On

Day, month, date and year

List time/s show will be open/closed daily

STATE: Open and free to public, or Open and admission (with price),
or By Invitation only, handicap accessible.

STATE: Member of

National Garden Clubs, Inc.

Region Name

District name and/or number

Name of local Affiliation (plant society, etc.)

TABLE OF CONTENTS

(All pages must be numbered)

Table of Contents.....	1
Committee Chairmen	2
General Rules.....	3
Standard System of Awarding.....	4
NGC Top Exhibitor Awards being offered.....	5
Local/ other Special Awards being offered	
Division I: (either Horticulture or Design)	
Specific Division I Rules	
Sections and Classes	
Division II: (either Horticulture or Design)	
Specific Division II Rules	
Sections and Classes	
Division III: Educational Exhibits	
Specific Division III Rules	
Sections and Classes/Exhibits	
Division IV: Youth/Sponsored Groups	
Specific Division IV Rules	
Sections and Classes	
Division V: Botanical Arts	
Specific Division V Rules	
Sections and Classes for Botanical Arts Horticulture	
Sections and Classes for Botanical Arts Designs	
Sections and Classes for Botanical Arts Artistic Crafts	
Sections and Classes for Botanical Arts Photography	
Other exhibits	
Specific Rules that may apply to these exhibits	
Invitational: either Designs or Horticulture	
Commercial	
Plant Exchange/Sales	

COMMITTEE CHAIRMEN

(Phone numbers/email contact information must be listed for major chairmen)

Club President/Sponsoring group
General Chairman
 Co-Chairmen
Schedule Chairman
Staging/Properties Chairman
Horticulture Division (**Not included in a Design Specialty Show**)
 Chairman
 Entries Chairman
 Classification Chairman

Placement Chairman
 Consultants
 Design Division (not included in a Horticulture Specialty Show)
 Chairman
 Entries Chairman
 Classification Chairman
 Consultants
 Education Division (Optional Division)
 Chairman
 Youth & Sponsored Groups (Optional Division)
 Chairman
 Botanical Arts (Optional Division)
 Chairman
 Classification
 Consultants
 Judges Chairman
 Clerks Chairman
 Awards Chairman
 Publicity Chairman
 Hospitality Chairman

 Others as needed/assigned by General Chairman

GENERAL RULES

(These rules apply to the entire show)

1. **STATE:** “ This Flower Show conforms to the standards established by National Garden Clubs, Inc. (NGC). The *HANDBOOK FOR FLOWER SHOWS* (HB), as updated with revisions printed on the NGC website, is the authority for all issues not covered by the schedule which is “Law of the Show” An updated copy of *The Handbook for Flower Shows* may be downloaded from the NGC website at www.gardenclub.org.”
2. **STATE** the following information:
 - a. Who may enter exhibits in each Division of the Flower Show.
 - b. Date/s, time and place for accepting exhibits
 - c. Date, time and place for removing exhibits.
 - d. Time judging will begin
3. **STATE the** Complete procedure for making entries for the flower show
STATE HOW AND WHERE TO GET ENTRY CARDS: Entry cards are available from the Entries Chairman (name and contact information) or from the General Chairman (name and contact information) on (date).
If pre-registration is required, give specific Divisions, dates and contact information.
Registration may be online, if so, STATE THE SPECIFIC REQUIREMENTS FOR YOUR SHOW: All entries, with the required entry card information, must be sent to the appropriate entries’ chairman (Contact Information) by (Date) to be computerized.
OR Exhibitors are required to bring list of all entries with the required entry tag/card information on the day of the show.

4. **STATE:** "The Classification chairmen for each Division checks exhibit for conformity to the schedule prior to judging. Final determination for conformance is the judges' responsibility."
5. **STATE:** "The General Chairman and the Classification Chairmen for each Division are available during judging for possible consultation. They, along with the Judges and Clerks, are the only personnel allowed on the floor during judging."
6. **STATE:** "The decisions of the judges are final. Awards may be withheld if not merited."
7. **STATE:** "There must be an emphasis on FRESH plant materials; no artificial plant material is permitted in any exhibit in any Division."
8. **STATE:** "Each exhibitor is limited to one entry per class, except in the Horticulture Division and the Botanical Arts Horticulture Section If each is a different species, variety, cultivar, type, or color"
12. **STATE:** "The (Fill in the NAME OF SPONSORING GROUP) will strive to assure the safety of all items after arrival and placement but is not responsible for any loss or damage to exhibits."
13. List the State's policy concerning use of the State's native plants, invasive plants, noxious plants and those on the State's conservation list (include website, website address is sufficient)

AWARDS

THE NGC STANDARD SYSTEM OF AWARDING

The NGC Standard System of Awarding (HB pg. 5) is used in all Divisions

- Only one (1) first-place (blue) ribbon per class or subclass; must score 90 points or more
- Only one (1) second-place (red) ribbon per class or subclass; must score 85 points or more
- Only one (1) third-place (yellow) ribbon per class or subclass; must score 80 points or more
- One (1) or more honorable Mention (white) ribbons as merited; must score 75 points or more

NGC TOP EXHIBITOR AWARDS

(LIST ONLY THOSE OFFERED IN THE FLOWER SHOW)

List all Awards being offered, (Include Number of each award offered, may be awarded to the Highest scoring blue ribbon exhibit, must score 95 or above, meeting all Division, Section and Class requirements), with HB pages referenced, list eligible Sections and Classes, state color of Rosette.

NGC NON-TOP EXHIBITOR AWARDS

Recognition awards

OTHER AWARDS OFFERED IN THE FLOWER SHOW

CLUB AWARDS ETC. LIST REQUIREMENTS AND INFORMATION

DIVISION I HORTICULTURE

“Title”

HORTICULTURE DIVISION RULES

(These rules apply to the Horticulture Division only)

1. **STATE:** “The NGC exhibit policies are printed in the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 6, and EXHIBITING IN THE HORTICULTURE DIVISION.” (If needed, additional policies could be individually listed as **numbered** rules.)
2. **STATE:** “The rules for a single species, cut or container-grown specimens are listed in THE *HANDBOOK FOR FLOWER SHOWS* or its supplement, *HORTICULTURE EXHIBITING AND JUDGING*.” (the policies could be individually listed for the specific plant).
3. **STATE:** “In order to receive an NGC Top Exhibitor Award, the Exhibitor must identify his/her entry by its binomial or currently accepted scientific designation. (Consult the *HANDBOOK FOR FLOWER SHOWS*, Exhibiting in the Horticulture Division, CHAPTER 6.”
4. **STATE:** “Entry cards are to be filled out in advance if possible.” Specify in the schedule if cards are to be typed, written using waterproof ink, labels or pencil. Refer to the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 6, for a correctly filled out entry card.
5. **STATE:** “Cut specimens should not have foliage below the water line, except for *Gladiolus*.”
6. **STATE:** “If a plant is considered a flowering plant, it should be exhibited as a flowering specimen. Foliage plants may flower but should be exhibited as foliage plants if they are grown for their leaves.”
7. **STATE:** “Specimens with a class designation in the schedule may not be entered in the “any other Worthy Specimen Class.” If used, this class should state the plant material type.
8. **STATE:** “The Horticulture Classification Committee and/or General Chairs are free to subdivide classes by color, form, size, cultivar, variety or other distinguishing characteristics.”
9. **STATE:** “The Scales of Points for Horticulture are located in Chapter 14 of the *HANDBOOK FOR FLOWER SHOWS*.” The Scales of Points may also be listed in the schedule.
10. All plant material must be fresh and have been grown by the exhibitor.
11. If exhibitor is to furnish containers, state: clear, preferably colorless, glass bottles. State size and weight restrictions on containers.
12. All entries to be labeled by currently accepted binomial name, genus/specific epithet, cultivar, variety.
13. Include specific type of wedging allowed and if anchoring is allowed.
14. State whether double potting is allowed.

DIVISION I HORTICULTURE

“Title”

SECTIONS AND CLASSES

This Division and all Sections **must be titled**

Titles relate to the theme/title of the overall show.

All Sections must have a title related to the Horticulture Division title/ theme.

All Classes are to be listed in alphabetical order by genus or binomial name within sections.

All Sections are to contain at least three (3) specific Classes. If “any other worthy specimen of _____” class is included, it is the last Class listed in a section.

State within Sections/Classes, the required number of specimens per exhibit, stem length, sets of leaves, size restrictions, staging, etc., as appropriate for each Horticulture type.

Sections are easily created by following requirements for specific Horticulture Section Top Exhibitor Awards.

EXAMPLE FORMAT

DIVISION I HORTICULTURE

"Division Title"

Eligible for Award of Horticulture Excellence or Best in Show Award

Section A: "Title"

Eligible for (name top award)

Type of Horticulture: Ex: Cut specimens, container grown, foliage or flowering, etc.

Size or amount required, specific exhibiting information

Class 1 *genus/specific epithet or cultivar*

Class 2 *genus/specific epithet or cultivar*

Class 3 *genus/specific epithet or cultivar*

Class 4 Any other worthy specimen of state type of plant material as required in Section

Section B: "Title"

Eligible for (name top award)

Type of Horticulture: Ex: cut branches from ever green trees and shrubs, etc.

Length of specimen and other exhibiting requirements

Class 5 *genus/species*

Class 6 *genus/species*

Class 7 *genus/species*

DIVISION II DESIGN

"Title"

DESIGN DIVISION RULES

1. **STATE:** "The NGC Exhibit Policies are printed in the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 7, EXHIBITING IN THE DESIGN DIVISION, NGC POLICIES AND GUIDELINES, pages 79-80" (If needed, additional policies could be listed as **numbered** rules)
2. **STATE:** "Advance registration with the design Entries Chairman/consultant (fill in name and contact information) is required by (date)."
3. **STATE:** "Plant material and non-plant material permitted and not permitted in the Design Division are printed in the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 7, *pages 80-81*"
4. **STATE:** "All plant material used in the design must be identified on a card, provided by the exhibitor and included with the entry card."
5. **STATE:** "The exhibitor is required to conform to the stated descriptions and limitations of the design type if named in the class."

6. **STATE:** "Rules for Design Types, Advanced Design Types, Table Designs and Table Appointments are printed in the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 7."
7. **STATE:** "Designer is on his/her honor that the design being entered has not been previously entered or judged in an NGC Standard Flower Show."
8. **STATE:** "Scales of Points for all Designs are located in Chapter 14 of the *Handbook for Flower Shows*" Scales of Points may also be listed in the schedule.
9. **STATE:** "Designer has the freedom to choose traditional or creative style with any design unless restricted by the schedule."
10. Designs must be the work of one individual. (Exception: Club Competitions or Companion Exhibits if included in the schedule)
11. Plant material need not have been grown by the exhibitor (unless required by the schedule).
12. Fresh plant material may not ever be treated in any manner. Dried plant material may be treated unless restricted by the schedule.
13. If Designer is unable to fulfill the assignment, it is the Designer's responsibility to find a replacement.

DIVISION II DESIGN

(Not included in Horticulture Specialty Shows)

SECTIONS AND CLASSES

(This Division, Sections and Classes must have titles relating to the overall show theme.)

List the section and classes included in the show. All classes eligible for a specific Design Section Top Exhibitor Award must be listed together in the schedule but classes may be staged apart.

For each section or class, state the allotted space (Frame of Reference) for the design. Use specific dimensions including height width, depth.

For shows staged in a home, the furnishings and their placement are described AND an advance viewing date of the show site for exhibitors is provided.

*A Design Specialty Show requires a minimum of ten (10) Design classes and a minimum of forty (40) Design exhibits.)

1. **STATE:** a precise description of the staging (type, color, size of background and/or staging panel) provided or required of the exhibitor for each class., the color and texture of draping, wall or other background.
2. **STATE:** when and where exhibitor may obtain specific staging (provided by committee)
3. List all staging to be provided by exhibitor within his/her allotted space including staging panel and/or underlay if required or permitted

EXAMPLE FORMAT

Division II Design

"Division Title"

Eligible for Award of Design Excellence or Holiday Excellence Award or Best in Show award

Section A "Title"

Eligible for (name NGC Top Exhibitor Award offered and give HB page reference)

Consultant: Name and contact information

State design type and HB page for reference

Class 1 "Title" 4 entries

Describe how class is staged, who provides staging, frame of reference.

Class 2 "Title" 4 entries

Describe how class is staged, who provides staging, frame of reference.

Class 3 "Title" 4 entries

Describe how class is staged, who provides staging, frame of reference.]

Section B "Title"

Eligible for (name NGC Top Exhibitor Award Offered and give HB page reference)

Consultant: Name and contact information

State design type and HB page for reference

Class 1 "Title" 4 entries

Describe how class is staged, who provides staging, frame of reference.

Class 2 "Title" 4 entries

Describe how class is staged, who provides staging, frame of reference.

Class 3 "Title" 4 entries

Describe how class is staged, who provides staging, frame of reference.]

DIVISION III EDUCATION

"Titled"

EDUCATION DIVISION RULES

(These rules apply to the Education Division only)

**May be included in Specialty Shows*

1. **STATE:** "Education Exhibits may be the work of more than one individual or organization unless a Student Judge, or an Accredited Judge is seeking exhibiting credit for preparing an Education Exhibit."
2. Names of exhibitors may appear in the schedule ONLY if the exhibits are not being judged.
3. If an Educational Top Exhibitor Award is being offered, **STATE:** "An exhibit must occupy eighteen (18) square feet of surface area." (For a Petite NGC Flower Show or Youth Educational Exhibits, state six (6) square feet of surface area instead.)
4. Handbook does not require fresh plant material, but it is encouraged.
5. **STATE:** all staging information (include background information) provided by the committee.

6. **STATE:** "Advanced registration with the Education Entries Chairman is required by (date)."
7. **STATE:** "Scales of Points for Education Exhibits is listed in the *HANDBOOK FOR FLOWER SHOWS, CHAPTER 14, page 130.*" (Alternatively, the scale of points may be listed in the schedule).
8. **STATE if** exhibits are Competitive or Non-competitive. Names of exhibitors are not listed if judged.

DIVISION III EDUCATION SECTIONS/EXHIBITS

1. In large shows, related exhibits may be listed in sections with at least four (4) exhibits per section.
2. The schedule lists each exhibit individually as Exhibit 1, Exhibit 2, etc.
3. The schedule lists exhibit titles and a brief description of each exhibit as submitted by the exhibitor.

EXAMPLE FORMAT

DIVISION III "Title"

Eligible for Educational Top Exhibitor Award (if Applicable)

Exhibit 1 "Title"

Short description given by exhibitor. Name of exhibitor not included if in competition.

Exhibit 2 "Title"

Short description given by exhibitor. Name of exhibitor not included if in competition.

DIVISION IV YOUTH/SPONSORED GROUPS RULES "Titled"

(These rules apply to the Youth/Sponsored Group Division only)

(May be included in Specialty Shows with restrictions HB Pg.6-7)

Youth and Sponsored Groups do NOT compete against each other.

Separate sections need to be created for each group...be sure to title each section.

1. Youth age categories must be stated in the schedule:
 - Juniors: preschool through age seven (7), or elementary grades.
 - Intermediates: age eight (8) through twelve (12), or middle school grades.
 - High School: ages thirteen (13) through eighteen (18), or Junior/Senior High School grades.

These categories may be adjusted as local circumstances dictate.
2. **STATE:** "The NGC Exhibit Policies are printed in the *HANDBOOK FOR FLOWER SHOWS, CHAPTER 9, EXHIBITING IN THE YOUTH AND SPONSORED GROUPS DIVISION, NGC POLICIES AND GUIDELINES*" HB pgs. 87-89 (**Alternatively**, all policies could be listed as rules in the Youth/Sponsored Group Rules of the schedule as needed). List these as numbered rules:
 - a. All NGC policies and rules apply.
 - b. All Design exhibits must be created solely by the exhibitor and must contain plant material.
 - c. All Horticulture exhibits must be grown by the exhibitor, though plants could be part of a family garden or yard.
 - d. Container-grown plants must have been in the possession of the youth exhibitor for a minimum of sixty (60) days.

- e. Combination plantings must have been grown together for at least three (3) weeks.
 - f. Youth Educational Exhibits require a minimum of six (6) square feet and may be created by more than one (1) youth.
 - g. No artificial plant material allowed.
3. **STATE:** Youth Exhibits are evaluated using the Horticulture, Design, Education and Botanical Arts Scales of Points
 4. The standard (adult) Scales of Points are used to judge each Youth Exhibit.
 5. Youth Exhibits are judged by the NGC Standard System of Awarding.
 6. A minimum score of ninety (90) is required to place an NGC Youth Top Exhibitor Award.
 7. Judges must consider ages and abilities of exhibitors when evaluating the exhibits.

YOUTH/SPONSORED GROUPS SECTIONS AND CLASSES

(This Division and Sections must have titles related to the overall show theme/title)

- If Youth and Sponsored Groups are both included. Youth is section A; Sponsored Group is Section B. Subsections may be created if needed.
- Sections and subsections may be divided into Horticulture, Design, Education and Botanical Arts for each age category of the Youth. Sections may be divided into Horticulture, Design, Education and Botanical Arts for Sponsored Groups.
- **SPECIFY** all staging for all sections/classes in this Division
- For more information regarding Sections/classes for Sponsored Groups, refer to HB pg. 89.

DIVISION V BOTANICAL ARTS

“Titled”

BOTANICAL ARTS DIVISION- RULES

(These rules apply to the Botanical Arts Division only, include those that pertain to the show)

(May be included in Specialty Shows with restrictions. See HB Pg. 6-7)

1. **STATE:** “All Botanical Arts Exhibits, except Photography, must contain some plant material”
2. **STATE:** NO artificial plant material is permitted in any exhibit.
3. **STATE:** The Scale of Points for judging Botanical Arts Horticulture, Design Artistic Crafts and photography are listed in Chapter 14 of the *HANDBOOK FOR FLOWER SHOWS*.
4. **STATE if included in the flower show:** The rules for Botanical Arts Horticulture are printed in the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 10 pages 91-93. (List specific rules that apply)
5. **STATE if included in the flower show:** The General Guidelines for all Botanical Arts Designs apply as printed in CHAPTER 10 of the *HANDBOOK FOR FLOWER SHOWS*, including a card provided by the exhibitor listing all plant material used in the design pages HB pages 93-94.
6. **STATE if included in the flower show:** The rules for Botanical Arts Artistic Crafts are printed in the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 10 pages 94-95. (List rules specific to classes)

- 7. STATE if included in the flower show:** The rules for Photography are printed in the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 10 pages 95-96.
- 8.** Include Scales of Points or Reference HB page/s.

BOTANICAL ARTS SECTIONS AND CLASSES

Division V Botanical Arts

"Title"

1. All Sections must have title related to overall show theme. Classes must have titles except for those in Botanical Arts Horticulture Sections.
2. List the sections individually. If Top Exhibitor Award is offered, three eligible classes must be listed.
3. List class exhibiting requirements and staging within sections/classes. Describe all staging provided.
4. Other rules as needed for sections

Division V: Botanical Arts Horticulture

Example Format

Section A: Horticulture, "Title"

Eligible for Botanical Arts Horticulture Award

List specific rules for section

Class 1. Arboreal: "Title"

List staging and size restrictions

Sub-class a. Fall color, Branches from trees and shrubs with recognized fall color interest

Sub-class b. Winter interest, Branches from deciduous trees and shrubs with recognized natural winter textural interest, color, or form

Sub-class c. Naturally large branches. 31" to 48" in length, 24" in width.

Class 2. Dried and Preserved Specimens: "Title"

List staging and size restrictions

Sub-class a. Cones (number of specimens)

Sub-Class b. Glycerinized leaves (number of specimens)

Sub-Class c. Seed pods/heads (number of specimens)

Sub-Class d. Gourds (1 large, 2 medium, or 3 small))

Sub-Class e. Pressed Plant Material (Number of specimens)

Sub-Class f. Skeletonized leaves (3 of same)

Class 3. Landscapes: "Title"

Sub-Class a. Gardens: (club, home, permanent, temporary)

Sub-Class b. Container-Grown Miniature Garden. List staging and sizes

Class 4. Manipulated Plants: "Title"

List staging and size restrictions

Sub-Class a. Espalier

Sub-Class b. Topiary

Sub-Class c. Grafted Cactus

Sub-Class d. Altered/Manipulated Plants

Division V: Botanical Arts Design
Example Format

Section B: Design, "Title"

Eligible for the Botanical Arts Design Award (HB pg. 44).

List specific rules for section

Class 1. Bonded Designs "Title"

List Staging requirements, sizes

Sub-Class a. Collage "Title"

Sub-Class b. Plaque "Title"

Class 2. Hanging Designs "Title"

List staging requirements, sizes

Class 3. Pot-et-fleur "Title"

List staging requirements, sizes

Class 4 Topiary "Title"

List staging requirements, sizes

Class 5 Exploration "Title"

List staging and frame of reference

Division V: Botanical Arts Artistic Craft
Example Format

Section C: Artistic Craft, "Title"

Eligible for Botanical Arts Artistic Craft Award (HB pg.44)

List specific rules for section

Class 1. Jewelry/ornamental accessories "Title"

List staging, sizes

Class 2. Wearable Apparel "Title"

List staging, sizes

Class 3. Decorations "Title"

List staging, sizes

Class 4. Trees featuring decorations "Title"

List Staging, sizes

Class 5. Other artistic crafts as schedule dictates

List Staging, Sizes

Division V: Botanical Arts Photography
Example Format

Section D: Photography, "Title"

Eligible for Botanical Arts Photography Award

List specific rules, staging, sizes

Class 1, "Title"

Class 2, "Title"

Class 3, "Title"

OTHER SECTIONS THAT MAY BE INCLUDED IN THE FLOWER SHOW

(These do not count towards the Flower Show Achievement Award)

STATE: Specific rules that will apply to these areas only:

- a. Exhibits that include Commercial Nurseries, retailers of garden tools, contractors for hardscapes, irrigation, lighting, etc.)
- b. Invitationals (Designs and /or Horticulture or gardens used for theme staging or not).
- c. Plant sales or swaps/exchanges: NOTE: be sure to check with local regulations/county extension agency.