

“SHOW TITLE”

STATED: 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 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

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

STATE: Member of

National Garden Clubs, Inc.

Region Name

State Name

District name and/or number

Name of local Affiliation (plant society, etc.)

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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

Entries Chairman

Horticulture Entry Chairman

Design Entry Chairman

Education Entry Chairman

Youth /Sponsored Group Entry Chairman

Botanical Arts Entry Chairman

Classification Chairman

Horticulture

Design

Botanical Arts

Placement Chairman

Horticulture

Design

Botanical Arts

Judges Chairman

Clerks Chairman

Consultants Chairman

Horticulture

Design

Botanical Arts

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), 2017 EDITION, with any revisions printed in *THE NATIONAL GARDENER MAGAZINE* (TNG) is the authority for all issues not covered by the schedule which is THE LAW OF THE SHOW.
2. **STATE:** Who may enter exhibits in each Division of the Flower Show.
3. **STATE:** Complete procedure for making entries (if procedure varies from Division to Division, then state in the Division Rules).
 - STATE:** Entry tags/cards are available from the Entries Chairman (name and contact information) or from the General Chairman (name and contact information) on (date).
 - STATE:** Entry Cards are to be filled out in advance (typed, in water-proof ink, with labels or in pencil)
 - Registration may be online, if so, **STATE:** All entries, with the required entry tag/card information, must be sent to the appropriate entries chairman (CONTACT INFORMATION) by (DATE) in order 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:** Date/s, time and place for accepting exhibits
5. **STATE:** Date, time and place for removing exhibits.
6. **STATE:** Time judging will begin
7. **STATE:** The Classification chairmen for each Division checks exhibits for conformity to the schedule prior to judging. Final determination for conformance is the judges' responsibility.
8. **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.
9. **STATE:** The decisions of the judges are final. Awards may be withheld if not merited.
10. **STATE:** There must be an emphasis on FRESH plant materials; no artificial plant material is permitted in any exhibit in any division.
11. **STATE:** Each exhibitor is limited to one entry per class, except in the Horticulture Division and the Botanical Arts Horticulture Section.
12. **STATE:** 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. **STATE:** State's policy concerning use of the State's native plants, invasive plants, noxious plants and those on the State's conservation list (May include website)

AWARDS

STATE: 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

AWARDS BEING OFFERED IN THE FLOWER SHOW

List all Awards being offered, requirements stated in full and/or with HB pages referenced, list eligible Sections and Classes and number of awards offered for each award, state color of Rosette.

Horticulture:

Division Award: Award of Horticultural Excellence (HB pg 40)

Section Awards: Arboreal Award (HB pgs 40-41), Award of Merit (HB pg 41), Collector's Showcase Award (HB pg 41), Elfin Award (HB pg 41), Grower's Choice Award (HB pg 41).

Design:

Division Award: Award of Design Excellence **OR** Holiday Excellence Award (HB pg 42)

Section Awards: Award of Distinction (HB pg 42), Designer's Choice Award (HB pg 42), Petite Award (HB pg 43), Table Artistry Award (HB pg 43), Tricolor Award (HB pg 43).

Club Competition Award: (HB pg 43)

Horticulture: Displays only

Design: Floor Designs, Functional Tables for four (4) or more, or Vignettes

Botanical Arts: Gardens

Educational Top Exhibitor Award (HB pg 43-44)

Youth Top Exhibitor Award (HB pg 44)

Horticulture

Design

Education

Botanical Arts

Botanical Arts Top Exhibitor Awards (Section Awards)

Botanical Arts Artistic Crafts Award (HB pg 44)

Botanical Arts Design Award (HB pg 44)

Botanical Arts Horticulture Award (HB pg 44)

Botanical Arts Garden Award (HB pg 45)

Botanical Arts Photography Award (HB pg 45)

Recognition Awards

Award of Appreciation (HB pg 45)

Best in Show Award: Horticulture Division and/or Design Division (HB pg 45)

Sweepstakes Award (HB pg 46)

Horticulture Division, Design Division, Botanical Arts Division and Overall Flower Show

Regional, State and local awards (HB pg 4)

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, PAGE 55, and EXHIBITING IN THE HORTICULTURE DIVISION.

Alternatively, these policies could be individually listed as Horticulture rules:

- a. All exhibits must be FRESH. Dried and preserved specimens may be entered in the Botanical Arts-Horticulture Division.
- b. All exhibits must have been grown by the exhibitor.
- c. Plant material must be in its natural state and may not be altered by application (treatment) of oil, commercial “shine” products, etc., that change the natural appearance. No wiring of specimens is permitted.
- d. Only foliage and/or flowers naturally grown and still attached to the specimen are permitted in the Flower Show. Unattached foliage is never included with a cut bloom specimen.
- e. All plant material must have been in the possession of the exhibitor the appropriate number of days listed in chart on page 55 of the HB.

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*. (Alternatively, 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/tags are to be filled out in advance if possible. Specify if cards/tags are to be typed, written using waterproof ink, labels or pencil. Refer to the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 6, page 57, for a correctly filled out entry tag/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.

8. **STATE:** The horticulture classification committee and/or General Chairman 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. **SPECIFY** who is to furnish containers and wedging for cut specimens.

- a. If Exhibitor is to furnish, **STATE:** Clear, transparent, colorless containers.
- b. Include type of wedging allowed and if anchoring is allowed.
- c. Double-potting is allowed unless prohibited by the schedule

DIVISION I HORTICULTURE SECTIONS AND CLASSES

(Refer to HB pg 28)

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 binomial name within sections.

All Sections are to contain at least three (3) specific Classes; “any other worthy specimen” is the last Class listed in a section.

STATED: 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 *binomial or current scientific name*

Class 2 *binomial or current scientific name*

Class 3 *binomial or current scientific name*

Class 4 Any other worthy specimen

Section B: “Title”

Eligible for (name top award)

Type of horticulture Ex: cut branches from evergreen trees and shrubs, etc.

Length of specimen and other exhibiting requirements

Class 5 *binomial or current scientific name*

Class 6 *binomial or current scientific name*

Class 7 *binomial or current scientific name*

Class 8 Any other worthy specimen

DIVISION II DESIGN
“Title”
DESIGN DIVISION RULES

(These rules apply to the Design Division only)

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
Alternatively, all of these policies could be listed as the Design Rules:
 - a. Some plant material must be used in every exhibit. This includes fresh and/or dried plant material.
 - b. Exhibitor may enter multiple Classes within the Design Division, but only one (1) exhibit per Class.
 - c. The exhibit entered in to competition must be the work of only one (1) exhibitor and that exhibitor’s name must appear on the entry card/tag with the following exceptions: Club Competition and Companion Design Class/es
 - d. If the designer is unable to fulfill the assignment, it is the designer’s responsibility to provide a substitute.
 - e. If the designer is unavailable to transport and/or set up his/her completed design, a substitute person may enter the exhibit for the designer. The designer may receive exhibiting credit if needed. (Permitted only for completed designs.)
 - f. A single flower is not a design. Container-grown plants are fresh plant material and are permitted in the Design Division where appropriate, but the are **never** considered floral designs.
 - g. Landscapes, scenes or anything representing an actual item of clothing, person, animal, etc., are not considered acceptable in the Design Division. (NOTE: Refer to the Botanical Arts Division for exhibiting these items)
 - h. Religious symbols used in a design must be displayed in a respectful manner.
 - i. When design techniques are required, they must be listed on a card.
2. **STATE:** Advance registration with the design Entries Chairman/consultant 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* (Alternately, they may be listed individually in the schedule.
4. **STATE:** All plant material used in the design must be identified on a card, provided by the exhibitor and included with the entry tag/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. **INCLUDE:** Scales of Points for all Designs or refer to HB page 130.

DIVISION II DESIGN 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 space (Frame of Reference) allowed.

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.

1. **STATE:** a precise description of the staging (type of staging, color of background, and if used, dimensions of staging panel) provided or required of the exhibitor for each class.
2. **STATE:** when and where exhibitor may obtain specific staging (provided by committee)
3. **STATE:** the designer has the freedom to choose Traditional or Creative Style with any design listed unless restricted by the schedule.

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

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 top award and give HB page 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 top award and give HB page 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)

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 a Youth Exhibits state six (6) square feet of surface area instead.)
4. Schedule may state: “Some plant material is required.” Otherwise, it is not mandatory, but encouraged.
5. **STATE:** all staging information (include background information) provided by the committee.
6. If desired, the schedule states “advanced registration with the Education Entries Chairman is required by (date). Description of the exhibit is submitted by exhibitor.
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:** Competitive or Non-competitive

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 “Titled” YOUTH/SPONSORED GROUPS RULES

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

1. 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.
2. 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.
3. **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):
 - a. All NGC policies and rules apply.
 - b. All Design exhibits must be created solely by the exhibitor.
 - 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.
4. **STATE:** Youth Exhibits are evaluated using the Horticulture, Design, Education, and Botanical Arts Scales of Points:
 - a. The standard (adult) Scales of Points are used to judge each Youth Exhibit.
 - b. Youth Exhibits are judged by the NGC Standard System of Awarding.
 - c. A minimum score of ninety (90) is required to place an NGC Youth Top Exhibitor Award.
 - d. 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)

1. If Youth and Sponsored Groups are both included, **subsections** (listed in the schedule as A1, A2, B1 and B2) for Horticulture, Design, Education and Botanical Arts are created.
2. Sections and subsections may be divided into Horticulture, Design, Education and Botanical Arts for each age group of the Youth. Sections may be divided into Horticulture, Design, Education and Botanical Arts for Sponsored Groups.
3. **SPECIFY** all staging for all sections/classes in this division
4. For more information regarding Sections/classes for Sponsored Groups, refer to HB pg 89.

DIVISION V “Titled” BOTANICAL ARTS DIVISION- RULES

(These rules apply to the Botanical Arts Division only)

- A. STATE:** All Botanical Arts Horticulture, Design and Artistic Crafts exhibits must contain some plant material.
- B. STATE:** NO artificial plant material is permitted in any exhibit.
- C. 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*.
- D. 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.
- E. 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 .
- F. 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.
- G. STATE if included in the flower show:** The rules for Photography are printed in the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 10 pages 95-96.

BOTANICAL ARTS SECTIONS AND CLASSES

Division V Botanical Arts “Title”

1. 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 with eligible Top Exhibitor Award if applicable. List class exhibiting requirements within sections.
3. List staging requirements within sections.
4. Include Scales of Points for Artistic Crafts and/or Photography or Reference HB page/s.

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. Commercial (Nurseries, garden tools, 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.