

## **FLOWER SHOW CHAIR Guidelines**

### **Revised 10/2024**

#### **Members**

Chair, Co-chair and members, as needed

#### **PURPOSE**

To support the KGC constitutional goal of membership and community education by staging an NGC Standard Flower Show.

- To educate club members and the viewing public
- To stimulate interest in horticulture, floral design, botanical artistic crafts, and photography
- To provide an outlet for creative expression
- To convey to the community the objectives of National Garden Clubs, Inc.

#### **SPECIFICS**

KGC traditionally holds a two-day NGC Standard Flower Show at Frederik Meijer Gardens every two years on the odd year. The flower show must be staged according to the standards outlined in the NGC Handbook for Flower Shows, Revised 2017 with annual updates July 1st posted on the NGC website. To be eligible for an NGC/MGC Flower Show Award the standards outlined in the Handbook must be followed. It is considered an all-member event.

#### **PROCESS**

1. The Flower Show Chair will be a Kent Garden Club member who is, or who coordinates with, an accredited NGC Flower Show Judge to ensure that the flower show schedule follows the NGC Flower Show Handbook. The NGC Handbook for Flower Shows, Revised 2017, will serve as a guide when writing the flower show schedule. The schedule must be written and mechanically printed and include specific wording and all essential details. It then becomes the Law of the Show.
2. Appoint all flower show committee chairs and define responsibilities at least a year before the show. Committees include: Flower Show Schedule, Staging, Design Consultants, Horticulture Consultants, Signage, Horticulture Classification, Horticulture Placement, Design Classification, Judges Chair, Judges' Luncheon, Hostesses, Clerks, Awards, Photographer, Special Exhibits, Children's Activity, People's Choice Award, Book of Evidence and Publicity. Handbook pg. 11-18
3. With approval of KGC Board, collaborate with FMG to select a date one (1) year prior to the flower show. Inform KGC President of the date so it can be included in the contract signed with FMG. Give dates of show to Yearbook Editor, Publicity Chair and Program Chair one (1) year prior to show.
4. In collaboration with the committee, decide on a theme for the show and write the schedule. The schedule should be available to club members at least four months prior to the show. Handbook pg. 19-31
5. The list of Accredited NGC judges and Student Judges is on the MGC Website: click on Member Resources, and then on MGC Organizational Information, and then on Flower Show Judges. Remind Judge's Chair to invite judges to participate in the judging of the show at least three months prior to show date. After the judges accept the invitation, a letter with specifics should be sent, including location of show, time of arrival, luncheon plans, and any other pertinent information they may need. Six weeks before the show, send the judges a copy of the flower show schedule with their judging assignments and a list of other judges and their contact information to encourage carpooling.
6. Work with MAAJ judges in District 4 to offer education to club members on preparing and entering a flower show. This may be done through design classes or as part of a monthly meeting.

7. Submit an article on the Flower Show to Kent Thymes Editor and KGC President three months prior to the show.
8. Consult with the Publicity Chair and FMG to advertise the flower show to the public. KGC Website and Facebook may also be used for this purpose.
9. This is an all-member event, and it is important to encourage members to participate.
10. The chair requests and maintains committee reports after the show, reports to the club, and maintains complete records for the future chair.
11. Coordinate with the Flower Show Awards Chairman to ensure the application is submitted timely, and according to the Rubrics on the NGC website under awards.
12. Submit an article for the Kent Thymes following the flower show and include names of members who won the Top NGC Awards, and The People's Choice Awards. Include photographs when possible.

NOTE: Job descriptions of committee chairmen may be found in the NGC Handbook for Flower Shows.

#### **CLUB BENEFIT**

Awards capability. Promotion of KGC goals and talents. A positive way to interest new members.

#### **MEMBERSHIP BENEFIT**

Educational component for both floral design and horticulture. Pride in display of floral design and plant care capabilities. Placement of ribbons, NGC Top Exhibitor Awards and KGC Flower Show Awards recognize exhibitor's achievements.

#### **COMMUNITY BENEFIT**

Education in the areas of floral design, horticulture and NGC/ MGC/ KGC goals.