



THE GARDEN CLUB *of* AMERICA

# Flower Show & Judging Guide Book 2

2022 Edition

## **GCA Flower Shows**

**Including Sanctioned non-GCA Flower Shows**

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[FS & JG Book 4 Pocket Guide @ the Show](#) contains passing, clerking, judging, scales of points and judging comments

## GCA FLOWER SHOWS

[FS & JG Book 5 Glossary of Terms](#)

Specialty Classes

Supplemental Classes

## CHAPTER I: GENERAL REQUIREMENTS AND TIMELINE

### I. Required elements:

- A. Sponsored by GCA club(s)
- B. Follow specifications set forth in this guide
- C. Open to the public
  - 1. An accessible location with handicap access
  - 2. Free admission is encouraged
- D. Have at least 51% of all entries in each division from GCA club members
- E. Must include 3 of the 5 Flower Show Divisions
  - 1. One division must be either Floral Design or Horticulture
- F. Must include Educational Component
  - 1. It should be clearly described at the beginning of the schedule
  - 2. It should be clearly identified at the beginning of each Educational Component
  - 3. Include signage identifying Educational Component(s)
  - 4. Educational Component can be
    - a. Two or more specific classes
      - 1) Classes do not have to be in the same Division
    - b. An entire Division(s) (I - V)
    - c. The entire show
    - d. An aspect of the show of the entire show with a common educational theme, e.g., foam free flower show
  - 5. Eligible for the Education Award ([GCA purpose link](#))
  - 6. This does not need to be an expensive, elaborate Educational Component
  - 7. If a large exhibit in Division V is the Educational Component, depending on content, it may be eligible for the
    - a. Ann Lyon Crammond Award or Education Award (not both)
    - b. Marion Thompson Fuller Brown Conservation Award
- G. Divisions

**It is extremely important that all designs are the original work of the designer(s). While the use of various techniques and components in the design may be inspired by other designs, the application of the techniques and components and the artistic concept of the design must be original. Artistic integrity is of utmost importance.**

- 1. Division I - Floral Design
  - a. Minimum of 3 classes
  - b. Minimum of 4 entries per class
  - c. No fewer than 12 entries
  - d. Judged by 1 or more judging panels

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- e. Eligible for GCA Special Awards
  - 1) Best in Show Floral Design
  - 2) Dorothy Vietor Munger Award
  - 3) Harriet DeWaele Puckett Creativity Award
  - 4) Sandra Baylor Novice Design Award
- 2. Division II - Horticulture
  - a. Minimum of 5 classes
  - b. No fewer than 30 entries
  - c. Judged by 2 or more judging panels
  - d. Eligible for GCA Special Awards
    - 1) Best in Show Horticulture
    - 2) Catherine Beattie Medal
    - 3) GCA Novice Award in Horticulture
    - 4) Clarissa Willemsen Horticulture Propagation Award
    - 5) Rosie Jones Horticulture Award
- 3. Division III - Photography
  - a. Minimum of 3 classes
  - b. Minimum of 4 entries per class
  - c. No fewer than 12 entries
  - d. Judged by 1 or more judging panels
  - e. Eligible for GCA Special Awards
    - 1) Best in Show Photography
    - 2) GCA Novice Award in Photography
    - 3) Photography Creativity Award
- 4. Division IV - Botanical Arts
  - a. Minimum of 2 classes
  - b. Minimum of 4 entries per class
  - c. No fewer than 8 entries
  - d. Classes may be:
    - 1) Botanical Jewelry
    - 2) Botanical Embellishment
    - 3) Botanical Couture
    - 4) Botanical Forms
  - e. Judged by 1 or more judging panels
  - f. Eligible for GCA Special Awards
    - 1) Best in Show Botanical Arts
    - 2) GCA Novice Award in Botanical Arts
    - 3) Botanical Arts Creativity Award
- 5. Division V - Education
  - a. Educational topics selected from
    - 1) Floral Design
    - 2) Horticulture
    - 3) Photography

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- 4) Botanical Arts
  - 5) Conservation
  - 6) Garden History & Design
  - 7) Other related categories
- b. Entries can be a large exhibit(s) and/or classes
- 1) Large exhibit(s)
    - a) Presented by club, non-members, local organization or civic group
    - b) One or more exhibits
    - c) Selected from one or more educational topics above
    - d) Judged by 1 or more judging panels made up of judges appropriate to the content
    - e) Eligible for GCA Special Awards
      - i) Ann Lyon Crammond Award or Education Award (if Division V is the Educational Component), not both, *AND if the creator is a GCA club or GCA club member*
      - ii) Marion Thompson Fuller Brown Conservation Award
  - 2) Classes
    - a) Minimum 2 classes
    - b) Selected from one or more educational topics above
    - c) Minimum 4 entries per class
    - d) No fewer than 8 entries
    - e) Eligible for GCA Special Awards
      - i) Education Award ( if Division V is the Educational Component)
      - ii) Judged by 1 or more judging panels made up of judges appropriate to the content
- H. Schedule
1. Submitted electronically in Word to the GCA Flower Show Committee chairman for approval
  2. When approved, email final schedule with graphics as a PDF to [flowershow@gcamerica.org](mailto:flowershow@gcamerica.org) for posting on the GCA calendar
- I. Judging panels
1. Selected from a list of judges provided by the Judging Committee zone representative
  2. Organized based on the charts located on the Judging Committee landing page under the resource category [Judging a Flower Show Resources](#) > Composition of Panels
  3. A judge who has entered may not judge the class she has entered or serve on the special awards panel

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4. For photography division, if classes include video, a professional videographer with appropriate experience should be included
- J. The Flower Show Committee zone representative (or designee) must conduct a judges' evaluation at the conclusion of the show's judging
  1. Summarize the evaluation and provide a written report to
    - a. Show chairman
    - b. GCA Flower Show Committee chairman
    - c. GCA Flower Show Committee staff administrator
    - d. Sponsoring club president(s)
  2. All participating judges and prospective judges must attend the evaluation

### II. Supplemental Classes

- A. These may count toward the minimum number of entries (with the exception of youth classes)
- B. These are not eligible for GCA Special Awards but may win Best in Show in Horticulture, and must be marked on the entry card.
- C. **[FD]** corsages, dioramas, swags, wreaths, and youth classes
- D. **[FD] [H]** Pot-et-fleur, vignettes
- E. **[H]** garden design, planters, window boxes, and youth classes
- F. Judged by 1 judging panel made up of judges appropriate to the content

### III. Specialty Classes

- A. Do not count toward the minimum number of entries
- B. Not eligible for GCA Special Awards
- C. Not eligible for Best in Show
- D. Needle Arts
- E. Pressed Plants
- F. Video Classes
- G. Other
- H. Judged by 1 judging panel made up of judges appropriate to the content
- I. May be judged by experts in the field
- J. Do not have to be judged by GCA judges

### IV. Awards and Medals

- A. The GCA Special Medals and Awards will be packaged and shipped from GCA Headquarters to the awards chairman approximately one month prior to the date of presentation.
- B. GCA Division Awards:
  1. **[FD]** Dorothy Vietor Munger Award, Harriet DeWaele Puckett Creativity Award, Sandra Baylor Novice Floral Design Award
  2. **[H]** Catherine Beattie Medal, Clarissa Willemsen Horticulture Propagation Award, GCA Novice Award in Horticulture, Rosie Jones Horticulture Award
  3. **[P]** GCA Novice Award in Photography, Photography Creativity Award
  4. **[BA]** Botanical Arts Creativity Award, GCA Novice Award in Botanical Arts
  5. **[ED]** Ann Lyon Crammond Award, Marion Thompson Fuller Brown Conservation Award



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6. Best in Show
  - a. [Floral Design](#)
  - b. [Horticulture](#)
  - c. [Photography](#)
  - d. [Botanical Arts](#)
  - e. Education Classes
- C. GCA Overall Awards:
  1. [Education Award](#) (for Educational Component)
  2. Award of Appreciation
  3. Judges' Commendation
- D. Additional non-GCA awards may be presented by sponsoring club(s) or other organizations

### V. Organization

- A. Planning should commence at least 1 year in advance of a proposed show
  1. Consult with the Flower Show Committee zone representative about possible dates, keeping in mind that Quarterly Business Meetings and already scheduled zone meetings have priority over the scheduling of flower shows. Final decision will be made at the discretion of the Flower Show Chairman
  2. The committee may rely upon the Flower Show, Floral Design, Horticulture, Photography, Conservation and Garden History & Design Committee zone representatives for assistance in planning the show and writing the schedule
- B. The committees listed below represent areas of responsibility of a chairman
  1. Depending upon the size and complexity of a show, some committees may be combined, and co-chairmen may be appointed for any position
  2. Communication among the committees is essential since decisions made by one committee impact the role of another
  3. Required committees needing a chairman or co-chairmen
    - a. Show chairman
    - b. Division chairmen
    - c. Schedule
    - d. Staging and signage/graphics
    - e. Judges, clerks and passers
    - f. Registration
    - g. Awards
    - h. Show photographer
  4. Optional committees
    - a. Class consultants
    - b. Printing
    - c. Publicity
    - d. Hospitality and housing
    - e. Preview party
    - f. Specialty Classes
    - g. Supplemental Classes

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- h. Tickets
- i. Treasurer

### **VI. Procedure**

- A. Contact Flower Show Committee zone representative and request approval of show date
  - 1. Flower Show Committee zone representative will contact the GCA Flower Show Committee chairman and staff administrator for approval of the selected date(s)
  - 2. The Flower Show Committee staff administrator will post the date(s) on the GCA calendar
- B. Select site and theme
- C. Select chairman of show and committee chairmen
- D. Select committee members
- E. Write a schedule using GCA flower show template and incorporate the theme throughout the schedule
- F. Work with the Flower Show Committee zone representative to refine schedule
- G. Submit schedule electronically in Word to be reviewed and approved by GCA Flower Show Committee chairman
- H. Contact Judging Committee zone representative for a list of approved judges, prospective judges, and candidates in the judging program; the final list is made in consultation with show judging chairman and Judging Committee zone representative
- I. Follow suggested timetable

### **VII. Suggested timetable**

- A. 12 -18 months
  - 1. Select chairman and/or co-chairmen and division chairmen
  - 2. Check date with local calendar, then secure date with Flower Show Committee zone representative who will post the date with assistance from the Flower Show Committee staff administrator
  - 3. Establish show parameters
  - 4. Choose theme
  - 5. Choose location and hours
  - 6. Appoint committee chairmen
  - 7. Check with the GCA administrator about insurance:
  - 8. Set budget
  - 9. Write a schedule in consultation with division and staging chairmen
    - a. Use GCA Flower Show schedule template
    - b. Plan Educational Component(s)
    - c. Consider venue, layout and available staging
    - d. Consider including optional divisions and/or Specialty or Supplemental Classes
    - e. Incorporate a theme throughout all divisions
    - f. Select class consultants

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- g. Schedule Approval Process
  - 1) Email first draft to Flower Show representative for suggested edits
  - 2) Email a draft in Word to the Flower Show Committee chairman
  - 3) Incorporate schedule readers' suggested edits
  - 4) Final draft must be approved by the Flower Show Committee chairman
  - 5) Upon approval, send PDF of final schedule to [flowershow@gcamerica.org](mailto:flowershow@gcamerica.org) for posting on the GCA calendar by GCA staff
- B. 10-12 months
  - 1. Select committee members
  - 2. Plan staging
    - a. Plan layout and supplies
    - b. Construct new staging, if necessary
    - c. Confirm measurements of all staging
  - 3. Plan printing
    - a. Schedules
    - b. Entry cards
    - c. Signage
    - d. Invitations
    - e. Abbreviated schedules to distribute at the show
- C. 6-10 months
  - 1. Distribute approved schedules either as a PDF or printed
  - 2. Send PDF of schedule to [flowershow@gcamerica.org](mailto:flowershow@gcamerica.org) for posting on the GCA calendar by GCA staff
  - 3. Contact Judging Committee zone representative for a list of judges to be invited
  - 4. Invite judges
- D. 3-6 months
  - 1. Send information packet to confirmed judges
    - a. Flower Show Schedule -printed or online link
    - b. Hospitality and hotel information
    - c. Judge's timetable
    - d. Driving directions
    - e. List of judges
  - 2. Hold informal workshops for:
    - a. Specific classes
    - b. New exhibitors
    - c. Clerks
    - d. Passers
- E. 1-3 months
  - 1. Mail final information packet to confirmed judges with

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- a. Panel and class assignments
    - b. Directions
    - c. Last-minute updates
  2. Print signage
  3. Prepare staging, if necessary
  4. Assemble supplies for passers, judges and clerks
    - a. Name tags
    - b. Clipboards and pens
    - c. Other supplies including printed copies of schedules
  5. Confirm receipt of medals and awards certificates (mailed 1 month in advance)
    - a. Print Judges Commendation, Award of Appreciation, and Best In Show cards
    - b. Make copies of certificates
      - 1) In the event that 1 copy is mislabeled
      - 2) Keep original to be printed or hand-lettered for the recipient
  6. Print entry cards
    - a. May be used as posted on the GCA website or personalized for show provided information on the GCA template is included
- F. Final week
1. Set up show
  2. Provide hospitality for exhibitors and show workers
  3. Provide hospitality (coffee, lunch, dinner) for judges
- G. Post show
1. Write thank you notes to
    - a. Judges
    - b. Exhibitors
    - c. Committee members
  2. Return all floral design components, photography, and botanical arts entries (if applicable) to exhibitors
  3. Return entry card and any ribbon and/or awards received
    - a. Include list of winners in the class and/or division
  4. Complete [Flower Show Awards Record Submission Form](#) online for GCA Flower Show Committee staff administrator. The following information is required:
    - a. A digital photograph of the winning entry
    - b. wWinner's name(s) and club(s)
    - c. Class
    - d. Judges' citation(s)
    - e. Plant material (for hort awards)
    - f. If applicable, the title (for photographs) and/or Statement of Intent .
    - g. To compile the above information it is suggested to copy or photograph each winner's entry cards, key cards (for hort and BA) and award cards

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5. Return any GCA Special Awards not given to GCA headquarters
6. Contact local newspapers with names of show winners
7. Committee chairmen write reports to be assembled as a record for the next show
8. Show chairman holds wrap up meeting to review show evaluation and committee reports
9. Arrange storage of show files and staging inventory

## CHAPTER II: ORGANIZATION

### I. Select a date

- A. Check the GCA calendar, keeping in mind that Quarterly Business Meetings and zone meetings have priority over the scheduling of flower shows. Final decision will be made at the discretion of the FS Chairman
- B. Check community calendars for conflicting local events
- C. Contact the Flower Show Committee zone representative who will work with the Flower Show Committee staff administrator to post date the dates on the GCA calendar

### II. Select a venue

- A. Layout and circulation
- B. Lighting
- C. Background color
- D. Parking and public access
- E. Loading and unloading areas
- F. Available hours of operation
- G. Costs
- H. Room capacity
- I. Water source
- J. Wi-Fi or internet access

### III. Finances, insurance and security

- A. Prepare a budget and appoint a treasurer
- B. Consult GCA Flower Show Committee Finance Committee Liaison to establish whether the GCA insurance policy is adequate. If needed, email questions to [insurancequestions@gcamerica.org](mailto:insurancequestions@gcamerica.org)
  1. GCA and Club Flower Shows are covered if held by GCA Garden Clubs
  2. Additional insurance coverage for liability and theft may be advisable
- C. Notify police for security and traffic control; check with fire marshal if needed

### IV. Show chairman (or co-chairmen) responsibilities

- A. Oversee all committees and the execution of specifics as enumerated in the suggested timetable for a flower show
- B. Select committee chairmen who should
  1. Review *current FS & JG* responsibilities
  2. Review appropriate FS template
- C. Select show site and negotiate details for using the venue
- D. Select theme and parameters of the show with schedule, staging and division chairmen
- E. Submit schedule for approval, in conjunction with schedule chairman, to GCA Flower Show Committee chairman
- F. Send approved schedule at least 6 months in advance to
  1. GCA Flower Show Committee chairman
  2. GCA Flower Show staff administrator

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3. Flower Show Committee zone representative
  4. Club presidents in zone and nearby zones
  5. Club flower show chairmen in zone and neighboring zones
  6. Past exhibitors
  7. Public
- G. Ask a dignitary to be an honorary chairman, if desired
- H. Arrange for needed labor
1. Committee chairmen should have sufficient personnel to
    - a. Greet and help unload entries
    - b. Move and place horticulture exhibits
    - c. Help with staging
    - d. Answer questions at the show
    - e. Run errands
    - f. Clean up
  - I. Coordinate with staging chairman on any new staging necessary or painting of existing staging
  - J. Discuss details of preview party if applicable
  - K. Ensure all printed materials and graphics are coordinated
  - L. Interface with each committee chairman to maintain communication between all areas of the show
  - M. Assist or offer guidance as needed
  - N. Hold wrap up meeting, collect reports and file photo record in club archives

### **V. Committee chairmen (or co-chairmen) responsibilities**

*listed alphabetically below*

#### **A. Awards chairman**

1. GCA Awards listed in the schedule
  - a. Are considered approved when the schedule is approved
  - b. Are mailed approximately one month prior to the show from GCA headquarters
2. Order and organize a sufficient quantity of award stickers/ribbons
  - a. Coordinate the needs of all divisions
    - 1) Multiple stickers/ribbons should be available for joint entries
    - 2) Additional Honorable Mention stickers/ribbons should be available for classes in the Floral Design, Horticulture, Photography, Botanical Arts Division, and Education Divisions, if applicable
  - b. GCA Award stickers are available for purchase on the [GCA website](#).
  - c. If using ribbons, they must be purchased from an outside source: For ribbons, <http://www.hodgesbadge.com/> or [gospikes.com](http://gospikes.com) (or call 610-525-4005) or <http://www.ribbonsgalore.com/>, or others
3. Organize and prepare the GCA Medals and Special Awards, Judges' Commendations, Award of Appreciation and Best in Show certificates. A packet containing all the approved GCA Medals and Special Awards will be

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sent to the awards chairman or designee by the GCA administrator approximately 1 month before the show

- a. Make copies of the GCA Special Awards to set out with the exhibit
  - b. Original should be printed or filled out by a calligrapher after judging and given to the exhibitor
  - c. Medals should be inscribed for the exhibitor by the host club
    - 1) Name of winning exhibitor
    - 2) Date of flower show
    - 3) If room, flower show name
  - d. Club will need to purchase additional medals or certificates for dual exhibitors
4. [Judges' Commendations, Award of Appreciation, and Best in Show certificates](#)
- a. May be printed on cardstock from the GCA website
  - b. Judges' citations are recorded on these certificates
5. Arrange for lettering and/or engraving of certificates
6. Organize an awards table, conveniently located for all divisions, with all GCA and club awards, stickers, ribbons and pens to be used for comments and citations
7. Confirm all awards are placed in accordance with judges decisions
- a. Only judging panels assigned to the show may authorize the awarding of ribbons or other GCA Special Awards
8. Extra copies of award certificates and medals for dual exhibitors may be ordered from GCA at the show's expense
- a. Duplicate medals average \$100 to \$150 depending on specific medal
9. Work with the show photographer, to ensure that all exhibits receiving GCA Special Awards and Best in Show are photographed. Copy or photograph each winner's entry card, key cards (for horticulture and botanical arts entries) and award cards to compile information to complete the *Flower Show Awards Record Submission Form* after judging
10. Complete the [Flower Show Awards Record Submission Form](#) online for GCA Flower Show Committee staff administrator
- a. The following information is required:
    - 1) A digital photograph of each winning entry
    - 2) Winner's name(s) and club(s)
    - 3) Class title
    - 4) Judges' citation
    - 5) Plant material (for hort awards)
    - 6) And if applicable, the title and/or Statement of Intent
  - b. To compile the above information it is suggested to copy or photograph each winner's entry cards, key cards (for horticulture and botanical arts entries) and award cards awarded
  - c. Return any GCA Special Awards not given to GCA Headquarters



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- d. Send all division chairmen a master list of awards results. (Required for Major shows)

### **B. Class consultants**

1. Are vital links between exhibitors and the division chairmen in the Floral Design, Horticulture, Photography, Botanical Arts, and Education Divisions
2. May not enter or exhibit in a class where they are serving as a consultant
3. Should be experienced exhibitors who can understand the implications of the questions asked
4. Be thoroughly familiar with the intent of the class, staging and rules of the show
5. Be helpful to exhibitors traveling to the show
6. Answer exhibitors' questions after conferring, if necessary, with the appropriate chairman or the passing committee
7. Communicate in writing to all exhibitors in a class any changes made in rules or guidelines well in advance of the show and apprise the passing committee and judges of any changes
  - a. Group emails should be blind copied or sent individually to conceal names of exhibitors
8. Should have contact information listed in the schedule
9. Responsible for inquiring about any changes in exhibitors' novice status between the registration and judging of an entry in a show

### **C. Clerks chairman**

1. Clerk qualifications
  - a. Clerks may be
    - 1) Candidates in the judging program
    - 2) Prospective judges
    - 3) Club members who may or may not be interested in the judging program
  - b. Clerks must not scribe for classes in which they have entered
2. Assign (*or the show judges chairman may*) 2 clerks to each judging panel (Judging zone rep should assign candidate clerks to panels)
3. Conduct a workshop on clerks' duties for participating clerks not in the judging program
  - a. Distribute copies of [Clerk Duties](#) to each clerk
4. Provide supplies for clerks
  - a. Schedules
  - b. Clip board with [Clerking Comment Sheets](#) for writing comments. Samples are available on the Flower Show Committee page.
  - c. Pencils
  - d. White correction pen or tape
  - e. Dictionary
  - f. Colored highlighters
  - g. Award stickers and ribbons
5. Brief the clerks on the morning of the show
  - a. Explain and distribute the [Clerk Duties](#) sheet to each clerk

**D. Educational Component chairman** (optional)

1. In conjunction with the show chairman, oversee all aspects of educational component of the show
  - a. Review *current* FS & JG responsibilities
  - b. Review appropriate Flower Show Schedule template
2. Assist in writing the schedule
3. Is a vital link between the division chairmen for Floral Design, Horticulture, Photography, Botanical Arts, and Education Divisions incorporating the Educational Component

**E. Division I-V chairmen: Floral Design, Horticulture, Photography, Botanical Arts, Education, (and optional Specialty Classes Chairman)**

1. In conjunction with the show chairman, oversee all aspects of assigned division of the show and:
  - a. Review *current* FS & JG responsibilities
  - b. Review appropriate Flower Show Schedule template
2. Work with the [registration chairman](#) or incorporate registration into the division chairman job
3. Assist in writing the schedule
4. Assure classes are filled
5. May contact following for assistance
  - a. Presidents and flower show chairmen of other clubs
  - b. Flower Show Committee zone representative
  - c. Other GCA zone representatives
  - d. Friends in other clubs
5. May not enter their division in Photography and Botanical Arts
6. Appoint class consultants
7. Work with passing committee to select passers
8. Coordinate with printing committee to provide entry cards
9. Arrange for needed labor to assist show exhibitors and be
  - a. Available to direct exhibitors to designated parking areas
  - b. Available to help unload and transport exhibits to the staging area and/or exhibitors' tables
  - c. Available in Floral Design, Horticulture and Education Divisions to aid exhibitors
  - d. Familiar with the show floor plan, the location of electrical outlets, sources of water, rest rooms and parking facilities
  - e. Familiar with flower show entry/passing procedure
  - f. Responsible for inquiring about any changes in exhibitors' novice status between the registration and judging of an entry in a show
  - g. Sensitive to exhibitors' feelings and needs
  - h. Ready to provide any equipment the exhibitor may have forgotten, such as towels, tape, scissors, clippers, stapler, staking materials, etc.

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- i. Helpful in removing and loading exhibits at close of flower show
10. With staging committee provide work tables for exhibitors
11. Greet exhibitors and be available to answer questions and solve problems the day of the show
12. Fill out entry card for exhibits received by mail
13. Compile necessary data from class consultants, passers, etc., to present at judge's briefing
14. Be available off show floor during judging
15. Review comments with the judges or chairman of judges before they are transcribed, if requested by judging chairman at briefing
16. Photography Division Chairman should submit names, images and contact information of all winners of GCA Special Photography Awards to [Focus@gcamerica.org](mailto:Focus@gcamerica.org) and encourage winners to submit their winning entries to Focus magazine using the [Photo and Article Submission Form](#).
17. Consider writing thank you notes to all exhibitors

### F. Hospitality chairman

1. Duties vary depending on the size and duration of the show
  - a. Provide coffee, tea, etc., during show setup times for the exhibitors and committee
  - b. For the judges and passers and out-of-town clerks
    - 1) Arrange for coffee, tea, etc., and/or luncheon, depending upon when judging takes place
    - 2) If necessary, arrange for dinner, accommodations, parking passes, and transportation to and from the show for any invited guest, judge or passer
    - 3) Welcome, answer questions, and provide for all aspects of their well-being
2. Hosts at the show
  - a. Should have sufficient information to be able to answer questions relating to plant material and to the intent of the various classes
  - b. If the show is staged in 1 or more houses as part of a home show or house tour, the hospitality committee should provide a host for each room

### G. Judges chairman

1. Contact Judging Committee zone representative(s)
  - a. Send copy of approved schedule
  - b. Request a list of approved judges, prospective judges and candidates clerks
  - c. Collaborate on selection
  - d. Select panel for Photography juried judging (optional)
2. Coordinate with passing chairman on judges invited to pass to ensure no overlap

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3. Invite Flower Show zone representative and Judging Committee zone representative to be present or to judge
4. For GCA Annual Meeting Flower Shows and Juried GCA Flower Shows
  - a. Contact GCA Judging Committee chairman at least 9 months in advance
  - b. Send a copy of approved schedule
    - 1) Request a list of approved judges, prospective judges, and candidate clerks
    - 2) Collaborate on selection
    - 3) Select panel for Photography juried judging
    - 4) Request a list of judges to invite for the Special Awards Panels
  - c. Invite GCA Flower Show Committee chairman and GCA Judging Committee chairman to be present or to judge
5. Invite judges
  - a. Individually by letter, telephone or email (*no group emails*)
  - b. The Judging Committee zone representative will continue to supply names as needed
6. Remind judges that staying for the evaluation is mandatory
7. Contact Judging Committee zone representative with final list of judges and collaborate on
  - a. Judging panels
    - 1) Judges from the same area should not all serve on the same panel, if possible
    - 2) Selection of out-of-town judges is encouraged for all shows to provide unbiased opinions
  - b. Class assignments
  - c. Special Award panels
    - 1) A judge who has entered may not serve on a special awards panels
    - 2) A list of approved judges for GCA Special Award panels is provided by the zone judging representative
    - 3) Special Award panels
      - a) Judges for Special Awards may also serve as judges for the show
      - b) May be assigned by GCA judging committee zone representative or
      - c) All approved judges who have not entered in the division may participate by consensus or vote
8. Send a confirmation to the judges in a timely manner. Include:
  - a. Schedule
  - b. Panel and class assignments
  - c. Directions to the show
  - d. Names and addresses of other judges for carpooling

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- e. Hostess's names, addresses and telephone numbers, if applicable
- f. Timetable for judging, show evaluation, and any social events
- 9. A list of local judges from other organizations should be on hand in the event of emergencies
- 10. Provide appropriate hospitality to approved judges, prospective judges, candidate clerks and out of town passers
  - a. Make plans for lodging and entertainment
  - b. Offer refreshments
- 11. Provide location for the flower show evaluation to be held immediately after judging by the Flower Show Committee zone representative or designee
  - a. Send final list of judges, including passers, with emails to zone representative to use in personal evaluation
  - b. Judges sit by discipline at the evaluation
  - c. Notify zone representative of number of tables that will be used at the evaluation
  - d. Zone representative will provide onsite evaluation forms and tent cards
- 12. Timing for judging
  - a. Allow time in advance of judging for the judges to preview the overall show
  - b. Consider the number of classes each panel will judge to complete judging within a reasonable time
  - c. Allow 1 hour per class of 6 entries for floral design judging
  - d. Include Education Division classes, if any
  - e. Consider the timing for supplemental and specialty classes
  - f. Contingent on number of entries in each class, each panel should judge no more than
    - 1) 2 to 3 floral design classes
    - 2) 5 to 8 horticulture classes
    - 3) 3 to 4 photography classes
    - 4) 2 to 3 botanical arts classes
    - 5) Education Division
    - 6) Educational Component
    - 7) Supplemental Classes
    - 8) Specialty Classes
    - 9) Garden History & Design
    - 10) Conservation
    - 11) Other
- 13. Judges briefing**
  - a. Conduct judges briefing to announce changes and procedures
  - b. Each division chairman should brief the judges about
    - 1) Classes not filled
    - 2) Classes with no entries

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- a) e.g., in the case of Horticulture classes “not made”
- 3) Changes made in the schedule
- 4) Clarifications of/or changes in the rules given to exhibitors
- 5) Unusual weather conditions
- 6) Reminder that only judges can assess the interpretation or style of a design
- 7) Information from the passing committee on additional subdivisions or any other matters of concern
- 8) Criteria for club awards, if applicable
- c. The judges chairman should speak to
  - 1) The allotted time for judging and ask coordinating judges to stay on track with the timing
  - 2) Maintaining standards of awards
  - 3) Horticulture judges being strongly encouraged to make written comments on as many exhibits as possible
  - 4) Whether the chairman of any division will review the comments for content and clarity before they are posted on the entry cards
  - 5) Scales of points included in the show schedule or relevant scales of points in the
    - a) [FS & JG Pocket Guide @ the Show](#)
    - b) [FS & JG Pocket Guide @ the Show Print Version](#)
  - 6) Judges' Commendations being available for exhibits or other aspects of the show of special merit and to keep commendations in mind as they are judging
  - 7) Judges' Award of Appreciation being available for exhibits that do not qualify for GCA Special Awards or ribbons
14. Without a clerks chairman, the judges chairman shall brief the clerks.  
See [Clerks chairman](#) job description
15. At the show
  - a. Provide supplies for judges
    - 1) Schedules
    - 2) Clipboard or folder with paper
    - 3) Pencil/pen
    - 4) Scale of points sheet (optional)
    - 5) Name tags
  - b. Judging Panel members should have name tags including the designation 'Judge' or 'Prospective Judge' and the discipline
  - c. Provide a list of all the judges and a list of names and addresses of all show chairmen, hostesses, etc., for participating judges
16. A letter of appreciation should be written to the judges, prospective judges, and candidate clerks immediately following the show

**H. Passing chairmen - 1 per division**

1. Ensure sufficient numbers of passers are on hand
2. Passers should be experienced exhibitors, GCA approved, prospective or emeritus judges, candidates in the judging program or plant society experts
3. Passers should be easily identified by apron, armband or name tag
4. Have registration entry book and/or entry sheets for each class available
5. Invite passers 4 months in advance of the show and make certain any out-of-town passers are included in hospitality for the judges
  - a. Coordinate with judging chairman on judges invited to judge to ensure no overlap
6. Plan the passing area for horticulture to ensure a logical and efficient traffic flow
  - a. Signs should be placed above each table indicating its function
  - b. Grooming tables should be close to the passing tables
7. Provide supplies for passers
  - a. Schedules
  - b. Tape measure
  - c. Red and black waterproof pens or pencils
  - d. Apron with pockets
  - e. White correction pen
  - f. Chalk
  - g. Colored markers
  - h. Emergency supply box: Q-tips®, clippers, scissors, soft brushes, tweezers, soilless mix, mister, rags, small fork, Xacto® knife, trowel, top dressing
8. Provide supplies for exhibitors
  - a. [Entry cards](#)
  - b. [Propagation cards](#)
  - c. Pens
  - d. Bottles, wedging and water
  - e. Chalk
  - f. Emergency supply box: Q-tips®, clippers, scissors, soft brushes, tweezers, soilless mix, mister, rags, small fork, Xacto® knife, trowel, tack-it, glue, oasis sure-stik, floral pins, wire, floral shears and clippers, u-glu, top dressing, tape, stapler, staking materials
9. Provide reference books for plant material identification such as The AHS A-Z Encyclopedia of Garden Plants and a computer with internet service for referencing botanical nomenclature
10. Provide lists of threatened, endangered, and locally invasive plant material <http://plants.usda.gov/java/noxiousDriver>
11. Allow a grace period, an hour if possible, between the close of entries and the beginning of judging to permit subdividing and restaging of horticulture classes if needed, to clean up the area around floral designs, and to deal with any last-minute crisis

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12. A letter of appreciation should be written to the passers immediately following the show
13. Horticulture Passing Chairman
  - a. Horticulture entries/exhibits are numbered sequentially upon passing, regardless of class
14. Photography Passing Chairman
  - a. If a passer determines that, even giving the photographer wide latitude for artistic interpretation, an image does not conform to class, they should consult with the division chair to determine if the image should be passed into the show

### **I. Printing/Signage/Entry cards chairman**

1. A committee to handle printing and mailing is necessary for most shows
  - a. All printed materials should be consistent with the [GCA Style Guidelines](#) as well as:
    - 1) Color
    - 2) Card stock
    - 3) Graphics and artwork
    - 4) Font
2. Depending on the size of the show, the following printing may be required
  - a. Schedule
  - b. Entry cards
  - c. Signs for each class, including a description of the class
  - d. Parking signs
  - e. Directional or educational signs, including restrooms
  - f. On-site directions for reaching the show floor
  - g. Preview party or any other invitations
  - h. Posters
  - i. Tickets
  - j. An abbreviated schedule for distribution to visitors
3. Entry cards
  - a. Entry cards are educational signposts and should be neat, legible, accurate and printed on heavy paper or cardstock with waterproof ink
  - b. [Templates for entry cards](#) in each division are on the GCA website and may be personalized to incorporate the show's color, theme or logo
  - c. For clubs planning to type final entry cards, preliminary entry cards should be filled out in duplicate
    - 1) Number of typists required will depend on the number of entries being processed and the time allotted for the entry/passing process
  - d. Entry cards should be available in advance of the show for those wishing to fill them out in advance



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- 1) It is suggested that the show committee post the cards on the club or show website for use by entrants
- e. Entry cards must include:
  - 1) Class number and entry number of exhibit (added when registered or passed)
    - a) Each class has its own number
    - b) Entries are numbered in each class, beginning with number 1, until full
      - (i) Exception: Horticulture entries/exhibits are numbered sequentially after passing, regardless of class
  - 2) Exhibitor's name, garden club or other affiliation, zone, novice, and GCA Special Awards eligibility status
  - 3) Space for the plant material list, both botanical and common names
    - a) A long plant list or key card may be clipped to the entry card and should include class and entry number
    - b) A 4" x 6" photograph with key numbers and identification card may be used
  - 4) Space for judges' comments and award (entry cards for Floral Design, Photography and Botanical Arts Divisions need more comment space than entry cards for the Horticulture Division)
  - 5) Space for the Passing checkbox in the upper right hand corner of the main section of the card (always visible)
  - 6) Highlighters may be used to indicate entries that are eligible for Special Awards with specific requirements (concealed until special panels' judging)
  - 7) Space on the Horticulture entry card for information regarding growing conditions (lights, greenhouse, windowsill, etc.) propagation and length of ownership
  - 8) Space on the Photography entry card for a brief Statement of Intent or title
- f. Exhibitor information for entry card
  - 1) Information on each entry card should be typed or neatly printed in waterproof ink in the required ink color
  - 2) Entry cards may be enclosed in plastic bags for protection
  - 3) Entry numbers are in order of placement or assigned by the committee
  - 4) Additional information attached to the entry card, such as a long plant list in floral design or a key card in horticulture or botanical arts, should include class and entry number

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- 5) Indicate novice status and special award eligibility
- 6) All participants must be listed on the entry card

### **J. Publicity chairman**

1. A press release should be written in advance, in accordance to GCA Style Guidelines, for
  - a. Newspapers
  - b. Radio announcements
  - c. Television coverage
2. Press packets include
  - a. Schedules
  - b. Photographs of club members preparing for the show
  - c. Club's membership in The Garden Club of America
  - d. Any other descriptive material
  - e. Contact information
3. Posters visible in the community
4. After the show send the press
  - a. Names of prizewinners
  - b. Accompanying story
  - c. Photographs

### **K. Registration chairmen**

*One registration chairman for each division. This job may be done by the division chairman.*

1. Receive and coordinate registration forms
  - a. Acknowledge advance registrations
2. Notify the division chairmen as registrations are received
  - a. Determine when classes are fully subscribed
  - b. Ensure classes are filled by notifying division chairmen of openings
3. Keep names of exhibitors confidential
4. Arrange with staging committee for a conveniently located help table
5. Determine that no exhibitor has more than the permitted number of entries in a class
6. Provide entry cards to exhibitors
  - a. In advance of the show, entrants may print entry cards from club website, receive via email, or if entry cards are to be typed and cannot be completed before judging, temporary entry cards, including plant material lists, should be visible during judging
  - b. Entry cards may be provided at the time of entry
7. Each division's registration chairman maintains an entry book (or entry log on computers) organized as follows:
  - a. By division, each class should have a separate sheet of 5 columns including
    - 1) Entry number
    - 2) Exhibitor name
    - 3) Exhibitor club

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- 4) Novice status or Special Awards information
- 5) Record of any ribbon or award won at the show
- b. Assign an entry number to an exhibit when registered or passed and record this number in the entry book
- c. If exhibitors are limited to a number of entries, maintain a tally sheet.  
Ensure all Special Awards have been recorded in the computer log or entry book after judging
9. The data in the entry book or computer is used
  - a. To total points for sweepstakes awards
  - b. For the Corliss Knapp Engle Sweepstakes Award at Zone Flower Shows
  - b. As a record of all exhibitors, entries and awards received
  - c. By the clerks
    - 1) To help locate entries eligible for novice and GCA Special Awards
    - 2) To update and record information for each entry

### **10. Floral Design Registration chairman - additional responsibilities**

- a. With class consultant, send exhibitors any information available regarding staging
  - 1) Paint color chips
  - 2) Exact measurements of staging
  - 3) Lighting specifications
  - 4) Background color information
- b. Be on hand to welcome exhibitors when they arrive and direct them to class locations
  - 1) Spaces are chosen on a first come, first served basis or
  - 2) A note should be attached to the staging with the name and entry number of the exhibitor assigned to that location
- c. Make provisions for returning containers to out-of-town exhibitors, etc.
  - 1) Exhibitors must provide shipping information and arrange for payment of shipping charges in advance

### **11. Horticulture Division Registration chairman - additional responsibilities**

- a. May secure advance registrations
- b. Suggest classes be subdivided as soon as a large number of entries is evident
- c. Water entries if needed

### **12. Photography Division Registration chairman - additional responsibilities**

- a. Upon receiving mailed entries
  - 1) Confirm compliance with class dimensions, color of matting, and mounting

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- 2) Review entry card/registration form for completeness and accuracy as required in the schedule
  - 3) Confirm plant material is listed, if required
  - 4) Verify return postage is enclosed
  - b. With Photography Division chairman, conduct passing at least 4 weeks prior to the date of judging to allow time for corrections to be made by the exhibitor
  - c. If necessary and time permits, contact exhibitor to correct any problems
  - d. With Photography Division chairman, hang the entries
  - e. Check to see that all entry cards are correctly numbered and placed, and that novice status is marked, if appropriate
  - f. Keep all packaging for returns to exhibitors as received and in conjunction with photography division chairman, return all photography entries
    - 1) Include entry card with comments, any ribbon or special award won by the exhibitor
  - g. Email list of division results along with overall class photographs to all Division III entrants. Note the GCA Special Award winners and request these winners submit their information to [Focus magazine](#)
  - h. The Photography Division of GCA Annual Meeting Flower Shows is required to be juried. Find [Juried Judging Procedures here](#).
- 13. Botanical Arts Registration chairman - additional responsibilities**
- a. Botanical Arts items may be hand delivered to the show and placed by the exhibitor due to the delicate nature of the entry, or shipped (by designated date) to the show registration chairman
  - b. If items have been mailed, upon receiving entries, check to make certain:
    - 1) Return postage is enclosed
    - 2) All entries have arrived in show condition
    - 3) Dimensions are correct
    - 4) Sample card is included
    - 5) Directions for displaying are included
  - c. If necessary and time permits, contact exhibitor to correct any problems
  - d. With Botanical Arts Division chairman, pass and stage the entries
  - e. Check to see that all entry cards are correctly numbered and placed, and novice status is marked if appropriate
  - f. Keep all packaging for returns to exhibitors as received and in conjunction with Botanical Arts Division chairman, return all entries and include:
    - 1) Entry card with comments
    - 2) Sample card

- 3) Any ribbon or special award won by the exhibitor

**14. Education Registration chairman - additional responsibilities for classes**

- a. With class consultant, send exhibitors any information available regarding staging
  - 1) Paint color chips
  - 2) Exact measurements of staging
  - 3) Lighting specifications
  - 4) Background color information
  - 5) Availability of Wi-Fi
  - 6) Electrical outlets
  - 7) Venue AV requirements
- b. Be on hand to welcome exhibitors when they arrive and direct them to class locations
  - 1) Spaces are chosen on a first come, first served basis or
  - 2) A note should be attached to the staging with the name and entry number of the exhibitor assigned to that location
- c. Make provisions for returning containers to out-of-town exhibitors, etc.
  - 1) Exhibitors must provide shipping information and arrange for payment of shipping charges in advance

**15. Optional Specialty Classes chairman -additional responsibilities for classes**

- a. With class consultant, send exhibitors any information available regarding staging
  - 1) Paint color chips
  - 2) Exact measurements of staging
  - 3) Lighting specifications
  - 4) Background color information
  - 5) Availability of Wi-Fi
  - 6) Electrical outlets
  - 7) Venue AV requirements
- b. Be on hand to welcome exhibitors when they arrive and direct them to class locations
  - 1) Spaces are chosen on a first come, first served basis or
  - 2) A note should be attached to the staging with the name and entry number of the exhibitor assigned to that location
- c. Make provisions for returning exhibits to out-of-town exhibitors, etc.
  - 1) Exhibitors must provide shipping information and arrange for payment of shipping charges in advance

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### **L. Schedule chairman**

1. Work in conjunction with show, division and staging chairmen
2. Download the current GCA, Annual Meeting or Zone Flower Show Schedule Template from the [GCA website](#)
3. Study schedules from other shows for ideas (available in the GCA calendar on the GCA website)
4. The zone flower show, floral design, horticulture, photography, and conservation representatives are available for consultation
5. Rules and guidelines as stated in the GCA flower show template must be used
6. See writing schedule in [Chapter III](#)
7. Select a theme
8. For Floral Design, Horticulture, Photography, Botanical Arts and Education (classes) Divisions
  - a. Determine how many classes the sponsoring group can fill and how exhibitors from other clubs will support the show by entering
  - b. Determine which divisions to include. Either Floral Design or Horticulture is required.
  - c. Determine the number of classes taking into account minimum requirements as outlined under [Chapter 1, section II/Divisions](#)
  - d. Plan for a few more than the minimum number of entries to allow for unforeseen withdrawals or exhibits that cannot be passed
  - e. Involve division chairman in writing class descriptions
  - f. If possible, open show to plant societies, National Garden Clubs, and the general public
  - g. Must be open to members of all GCA clubs except GCA Flower Shows at zone meetings may be open to zone club members only
9. If including a large education exhibit develop it in conjunction with the theme of show and involve show education chairman in writing the Statement of Intent (50 words or less)
10. Schedule design format may be as elaborate or modest as the committee chooses
11. Theme should be incorporated throughout all divisions
12. Review schedule with zone flower show representative and make revisions
13. Submit an electronic copy of the schedule in Word to the GCA Flower Show Committee chairman for approval at least 7 months in advance of the show
14. Send a final corrected copy to the GCA Flower Show Committee chairman and staff administrator as a PDF

### **M. Show Photographer**

1. General procedures
  - a. Purpose of documenting a flower show is:
    - 1) To have a visual record
    - 2) To have photographs for GCA Award Record Form
    - 3) To send results to exhibitors
  - b. Choose a show photographer who takes good quality photographs
    - 1) An amateur works for most shows

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- 2) For publicity a professional may be engaged. That person should have knowledge of Floral Design, Horticulture and Photography
2. Consult [Show Photographer](#) for specific procedures
3. After the show
  - a. Provide awards chairman with individual photos of each Special Award winner
  - b. Provide division chairman with
    - 1) Overall class photo(s)
    - 2) Photos of Special Award winning entries
  - c. Provide show chairman with all show photos either on a flash drive or through Dropbox, Google, WeTransfer, etc.

### **N. Staging chairman**

1. The staging chairmen, in conjunction with the show and division chairmen, have the task of setting the overall scene for the flower show
  - a. Participate in writing the schedule
  - b. Work out a floor plan for the entire show
  - c. Consult with show chairman to determine resources and budget
  - d. Select committee members
  - e. Locate existing staging, confirm measurements, and/or design new staging
  - f. Establish color scheme for the show
  - g. Plan for adequate lighting
  - h. Provide class signs and other helpful directional graphics if there is not a separate signage committee
  - i. Arrange for any additional decorations that would help to present an attractive, unified flower show
  - j. Provide tables and chairs for passers and exhibitors during set-up time, and an awards table for typists and/or calligraphers during the show
  - k. Provide water and trash receptacles
  - l. Set up and dismantle the show
  - m. Catalog and arrange for storage of reusable staging
  - n. Coordinate any use of WiFi or electrical outlets needed for exhibits
  - o. QR Codes

### **O. Treasurer**

1. Sets budget for show in conjunction with committee chairmen
2. Reimburses committee members for pre-approved expenses including all award costs for duplicate medals or certificates, ribbons and/or stickers
3. Manages expenses of preview party or other events associated with the show, if applicable
4. Prepares final accounting of expenses and receipts

### **P. Tickets**

1. If show tickets are to be sold, complimentary show tickets should be given to:
  - a. Judges
  - b. Out-of-town passers

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- c. Out-of-town clerks
  - d. Special guests
  - e. Press
- 2. If a preview party is planned, judges should be offered tickets free or at a reduced price
- 3. Admission fee is discouraged at GCA Flower Shows
- 4. Donation may be suggested
- 5. Ticket takers need to be provided with sufficient change
  - a. For a house tour show, tickets should be available at each home



## CHAPTER III: SCHEDULES

*Chapter III is a 'How To' document. It expands on the tasks needed to complete preparations for a flower show. Chapter III addresses how to write a flower show schedule, various options to consider, and the required elements.*

**It is extremely important that all entries are the original work of the exhibitor(s). While the use of various techniques and components in the entry may be inspired by other designs, the application of the techniques and components and the artistic concept of the entry must be original. Artistic integrity is of utmost importance**

### I. Formatting a schedule

- A. Must include:
  - 1. Sponsoring Club(s)
  - 2. Member of The Garden Club of America
  - 3. Flower Show Title
  - 4. Type of Flower Show
  - 5. Flower Show Dates
  - 6. Flower Show Venue and Address
  - 7. Dates and Times show is open to the public
  - 8. Admission Fee or Free of Charge
- B. Present the show's theme, GCA flower show rules, as well as rules specific to the show
- C. Includes general information, division guidelines, registration and entry forms
- D. Clearly and succinctly lists class requirements
- E. Includes detailed information about staging and requirements

### II. Writing a schedule

- A. Use current version of [GCA, GCA Annual Meeting or GCA Zone Flower Show schedule template](#).
- B. Do not rework an old schedule as guidelines change
- C. Follow prompts in template on optional and required elements

### III. Educational Component

- A. Required in a GCA Flower Show
- B. Increases appreciation, awareness or knowledge of the subject
- C. Uses meaningful and informative signage to convey a message
- D. May be any of the following:
  - 1. Entire show
    - a. The educational component is incorporated in all Divisions with an explanation for each Division or in the classes chosen
  - 2. Division
    - a. The educational component is described at the beginning of the schedule
    - b. The educational component is *also* identified at the beginning of each Division(s) chosen for the Educational Component

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- c. May be any Division I - V
  - d. May be in multiple divisions
  - e. Division V: Education remains labeled as Division V: Education, even if it is the Educational Component
3. Classes
- a. Minimum of 2 classes (minimum 4 entries per class)
  - b. The educational component is described at the beginning of the schedule
  - c. The educational component is *also* identified at the beginning of each class included
- E. Examples of Educational Components include:
- 1. Floral Design:
    - a. Different mechanics, techniques or designs explained, sustainable mechanics, natural containers, principles and elements of design, color theory
  - 2. Horticulture:
    - a. Highlights of a particular plant, pollinator plants, propagation techniques, non-native vs. native plants, plant families/genera
  - 3. Photography:
    - a. Camera settings, photographing and processing techniques
  - 4. Botanical Arts:
    - a. Techniques used for glue, paint, and construction of dried plants best suited for botanical arts
  - 5. Garden History & Design:
    - a. Antique garden sculptures, design techniques, display of a documented garden
  - 6. Conservation:
    - a. Displays on air and water quality, watershed sources, plants best suited to fight erosion, *Healthy Yard* chemical free gardening and native plants, pollinator gardens, Oasis® free
  - 7. Green Show:
    - a. A conservation themed show would include the educational message at the beginning of the schedule and the beginning of each division
  - 8. Club Project
  - 9. Other
- F. Is eligible for the Education Award
- G. For guidelines and suggestions see [Educational Component](#)

### IV. Division I: Floral Design

- A. Before writing the schedule, consideration should be given to
- 1. Suitability of location for exhibition to the public
  - 2. Availability of plant material in gardens at the time of the show
  - 3. Class titles that carry out theme, presenting concepts to be interpreted
  - 4. Available staging

## GCA FLOWER SHOWS

- a. Cost of proposed staging to
  - 1) Construct
  - 2) Rent or borrow
- b. Variety in staging
- c. Obtain correct measurements
5. Capability of exhibitors
  - a. Novice
  - b. Experienced
6. Specific requirements or restrictions
- B. Guidelines for Floral Design Division are in the template
- C. It is extremely important that all designs are the original work of the designer(s). While the use of various techniques and components in the design may be inspired by other designs, the application of the techniques and components and the artistic concept of the design must be original. Artistic integrity is of utmost importance
- D. Individual class descriptions must include the following
  1. Title and description of the class
    - a. It is best to use the theme or title of the class to inspire the exhibitor's creativity rather than to prescribe the design style
    - b. if a design style is called for a complete definition must be included
  2. Number of entries per class
  3. Class consultant's name, telephone number, and email address
  4. Description of staging
    - a. Dimensions of total space available for design
    - b. Color of background
    - c. Type and source of lighting
    - d. From how many sides design will be viewed and judged
  5. Specific requirements for each class, if applicable
    - a. Limitations, if any, on plant material
      - 1) Only fresh
      - 2) Only dried
      - 3) Only foliage
      - 4) Including fruits and/or vegetables
      - 5) From exhibitor's garden
      - 6) Mono-botanic
    - b. Required components, if any
    - c. Special requirements
      - 1) On more than 1 level, hanging, on the floor, on a shared table, etc.
      - 2) Inclusion of water, lighting effects, suspended, etc.
    - d. Restrictions
      - 1) Color
      - 2) Size
    - e. Amount of permissible space surrounding entry
    - f. Museum shows: exhibitors must be informed of staging requirements and restrictions in relation to artwork

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- E. Floral design classes may include
  - 1. Any and all design styles
  - 2. Designs staged on
    - a. Pedestals
    - b. Tables
    - c. Floor
    - d. Other
  - 3. Table designs
    - a. Functional tables
    - b. Exhibition tables
  - 4. Miniature classes
  - 5. Hanging designs
  - 6. Niches
  - 7. Specific object(s) to be incorporated into the design
  - 8. Limited to novice exhibitors only
  - 9. Challenge classes are
    - a. Not eligible for Best in Show or GCA Special Awards in floral design
    - b. Of two types and created on site on day of show
      - 1) Committee supplying plant material and components
        - a) Fee may be charged
        - b) Exhibitor supplies own clippers
      - 2) Components sent to exhibitors in advance
        - a) Fee may be charged
        - b) Number of components required to be used must be specified
        - c) Exhibitor supplies plant material
  - 10. Invitational classes may include
    - a. Previous winners
    - b. Judges
    - c. Other selected group
  - 11. Expert-novice pairing
  - 12. Other
- F. Supplemental Floral Design classes
  - 1. Count, at the discretion of the schedule readers, in the required minimum number of entries for qualification of GCA Flower Show status with the exception of youth classes
  - 2. Are not eligible for GCA Special Awards and must be marked on entry card
  - 3. May not win Best in Show
  - 4. May comprise one class
  - 5. Other types of floral designs using predominantly fresh plant material
    - a. Corsages
    - b. Dioramas
    - c. Swags
    - d. Wreaths
    - e. Youth classes

## GCA FLOWER SHOWS

6. May combine horticulture and floral design
  - a. Pot-et-fleur with design as a major element (also see under horticulture)
  - b. Vignettes
7. Should include scale of points

### V. Division II: Horticulture

- A. Before writing the schedule consideration should be given to
  1. Suitability of location for public exhibition
  2. Availability of plant material in gardens at the time of the show
  3. Class titles that carry out theme
  4. Available staging
    - a. Including containers for cut specimens, if they are provided by the committee
    - b. Cost of the staging to
      - 1) Construct
      - 2) Rent or borrow
    - c. Variety in staging
    - d. Obtain correct measurements
  5. Wedging for cut specimens
    - a. Stems
      - 1) No boxwood
      - 2) No visible leaves
      - 3) No celery
    - b. Earth-friendly plastic wrap: <http://letsgogreen.biz/>
    - c. Natural sponge (may be stained with coffee or tea)
    - d. Colorless marbles
    - e. Other
    - f. No wedging is an option
  6. Adequate space for passing tables and exhibitors to groom entries
  7. Water source
  8. Capability of exhibitors
    - a. Novice
    - b. Experienced
  9. Variety in classes
  10. Specific requirements or restrictions
    - a. No added leaf shine, or other artificial enhancements, including paint, markers, etc.
  11. Inclusion of sustainable practices
  12. Subdivisions
    - a. Plant types and families
    - b. Growing conditions
      - 1) Windowsill
      - 2) Greenhouse
      - 3) Artificial lights
      - 4) Garden

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- 5) Other
- c. **Subdivision in the schedule is preferable rather than at the show**
- d. Judges may subdivide a class
  - 1) Only if there is a first place entry in the subdivision
  - 2) As long as there is a minimum of three entries in both the original class and in the subdivision
- B. Guidelines may be found in the
  1. GCA Flower Show template
  2. GCA Zone Flower Show template
  3. GCA Annual Meeting Flower Show template
- C. Other information that may be included with guidelines
  1. Containers with drainage holes require/may include saucers
  2. Top dressing suggested for all container plants
  3. Top dressing should
    - a. Enhance exhibit
      - 1) Be suitable in color, shape, size, and type of material
    - b. Be neat and clean
    - c. Hide soil additives such as perlite, vermiculite, granular or pelletized/pelleted fertilizers, other distracting materials
    - d. Reflect plant's native environment
      - 1) e.g., sand or fine gravel for a desert plant
      - 2) e.g., organic, fine compost for a woodland plant
      - 3) Other
      - 4) Not be distracting
  4. Other examples include
    - a. Very clean black top dressing (screened soil)
    - b. Worm castings
    - c. Other
  5. Special considerations
    - a. Moss is permissible and not considered a separate species when used as top dressing
    - b. No coffee grounds (molds quickly)
    - c. Top dressing is not always necessary, such as when a plant completely covers the soil
  6. Length of cut stem may be measured
    - a. From lip of container to tip of stem, "lip to tip", or
    - b. As full length of stem
- D. Key card(s) (diagram or plant list) is required when multiple species or cultivars are displayed in an exhibit
  1. Botanical and common names required
  2. Card should be a maximum of 5" by 8"
    - a. Unlined white card completed in black waterproof ink, or typed, or in a waterproof bag
    - b. May include image or photograph, no larger than 5" x 8", with corresponding numbers

## GCA FLOWER SHOWS

### c. **Must be legible**

E. Propagation card is required when an entry is to be considered for a propagation award

1. Card should be a maximum of 5" x 8"
  - a. Unlined white card and completed in black waterproof ink, or typed, or in a waterproof bag
  - b. Or printed [Horticulture Propagation Card](#)
  - c. Propagation details
    - 1) Method & dates of propagation
    - 2) Growing medium, growing conditions, and potting up

### d. **Must be legible**

F. The recommended scales of points for judging may be

1. Included with class description, or
2. In the Guidelines with specific class information
3. Found in Book 4

G. Individual class descriptions must include the following

1. Title and description of the class
  - a. Theme inspired optional
  - b. Horticultural specifics
2. Limitation (if any) of number of entries per class
3. Staging specifications
4. Requirements for cut specimen classes
  - a. Specific description (state minimum number required)
    - 1) Stem, Spike, Branch, or Spray
      - a) Flowering
      - b) Foliage
      - c) Fruiting
    - 2) Foliage
    - 3) Other
  - b. Specify if any foliage must be attached to the stem
5. Requirements for Cut Collections
  - a. Minimum number of different varieties
  - b. Flowering, Foliage, Fruiting, or combination
  - c. Container Requirements
  - d. Type of collection
    - 1) Examples: Plant families, genus, species, flower color, plant color, herbs, annuals, perennials, shrubs, trees, Freeman Award winners, shade, sun, tropicals, etc.
6. Optional for fruit and vegetable entries
  - a. Staged on ceramic, or paper, or glass plates provided by the committee or exhibitor (schedule should state)
  - b. Schedule may suggest number of pieces for a single variety class
    - 1) Determined by size
      - a) Large, e.g., 1 pumpkin or melon
      - b) Medium, e.g., 3 - 5 peaches, tomatoes, or onions

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- c) Small, e.g., 6 or more berries or cherry tomatoes
    - c. Multiple Varieties e.g., Collections of fruits and vegetables
      - 1) Container guidelines (points given for staging and arrangement), for instance:
        - a) Basket
        - b) Bowl
        - c) Box
        - d) Wagon
        - e) Other
- 7. Requirements for container grown plants
  - a. Limitation, if any, on the number of plants of the same/different species or cultivar, per container
  - b. More than 1 plant of the same species or cultivar per container may be requested
  - c. Use of the term 'specimen' limits the exhibit to 1 individual plant per container
  - d. Top dressing with moss or other plant material is allowed but is not considered another species when judged
  - e. Description of plant material
    - 1) Blooming
    - 2) Foliage (flowers may be present/judged for foliage)
    - 3) Fruiting
  - f. Limitations, if any, on the size of container
  - g. Minimum number of genera, species, cultivars, or varieties required for container grown collections
  - h. Container options
    - 1) Terra cotta
    - 2) Trough
    - 3) Miniature landscapes, mixed plantings in a single container
    - 4) Terrariums (grown under glass)
    - 5) Other
- 8. Requirements for trained plants should be detailed in schedule
  - a. Grown by exhibitor
  - b. Grown and created by exhibitor
  - c. Staking is/is not permitted
- H. All classes must be judged on horticultural merit
  - 1. Scales of points for judging should be included
    - a. Percentages, totaling 100, must be included
- I. Horticulture classes may include
  - 1. Cut specimens
  - 2. Container grown
  - 3. Novice classes
  - 4. Previous winners (entry card must note if not eligible for Special Awards previously won)
  - 5. Classes with specific historic or growth properties



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- a. Specific cultural properties
  - b. Propagation requirements
  - c. Country of origin
  - d. Medicinal or culinary uses
  - e. Ethnobotanical uses
  - f. Other
6. Challenge classes
- a. Begin with identical material, such as
    - 1) Rooted plants
    - 2) Cuttings
    - 3) Rooted cuttings
    - 4) Seeds or spores
    - 5) Bulbs
    - 6) Other
  - b. Large (in number) challenge classes may be subdivided according to growing conditions
    - 1) Greenhouse
    - 2) Windowsill
    - 3) Artificial lights
    - 4) Outdoors, garden
    - 5) Other
7. Collections from exhibitor's garden
- a. Arrangement: Presentation of cuttings from the garden
  - b. Cut specimens: Collection
  - c. Cut specimens: Showcase
8. Small or miniature gardens including
- a. Terrace plantings
  - b. Pools
  - c. Statuary
  - d. Other
9. Container gardens
- a. Trough
  - b. Window boxes
  - c. Terrace planters
  - d. Other
10. Miniature or dwarf plants
11. Native plants
12. Trained plants
- a. Must have been trained by the exhibitor (not just maintained)
  - b. *Bonsai - the Horticultural practice of growing and training woody plants as artificially or naturally dwarfed specimens. Specimens not following the classical principles established by the Japanese may be classified as "grown in the Bonsai manner" and judged as trained plants*
    - 1) Bonsai may be entered in a Par Class and will be judged as a trained plant

## GCA FLOWER SHOWS

- 2) **Bonsai classes** are not permitted in a GCA Show as a **judged class**
  - 3) Non-judged Bonsai displays are allowed
13. Par
- a. Par class is open to an exhibit of outstanding horticultural merit that does not qualify for entry elsewhere in the horticulture division (*required wording*)
  - b. Exhibits in Par classes must have been owned and grown by the exhibitor for a minimum of one year. (*required wording*)
  - c. Stands should be allowed for plants that cascade
  - d. Each exhibit is judged on its own and against perfection
  - e. Each exhibit may be given first, second, or third place awards
  - f. Honorable mentions are not awarded in Par Classes
  - g. Cut specimens and hanging baskets are discouraged
  - h. Exhibits are assumed to be mature, top quality specimens of their type
  - i. Exhibits may be any of the following, provided other classes are not included in the schedule for entry of these examples:
    - 1) Container-grown plants
    - 2) Bulbs
    - 3) Terrariums, troughs, etc.
    - 4) "Parent and child" plants as a single entry
    - 5) Orchids
    - 6) Topiary (schedule should state which mechanics are allowed)
14. Botanical families
- a. Rooted
  - b. Cut
15. Propagation ([use Propagation card](#))
- a. Mother and child
  - b. Grandmother, mother and child
  - c. Same Family/Genus, different technique
  - d. Plants grown from seed or spore
  - e. Plants grown from cuttings
  - f. Plants grown from layering
  - g. Plants grown from root cuttings
  - h. Plants grown from leaf cuttings
  - i. Plants grown with a graft
  - j. Plants grown by division
  - k. Plants grown by tissue culture
  - l. Other
16. Grown using environmentally healthy practices
- a. Must include key card (see [Key card: IV. Division II: Horticulture D](#)) explaining how plant was grown
  - b. May use
    - 1) Disease-resistant plants
    - 2) Native plants

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- 3) Plants that do not require extra water or fertilizer
      - 4) Other
    - c. May be in a separate class or placed throughout the show
    - d. Signage should highlight:
      - 1) Healthy practices
      - 2) Sustainably grown exhibits
  17. Plants that attract pollinators: <http://pollinator.org/guides>
  18. Low water use plants:  
<https://wateruseitwisely.com/100-ways-to-conserve/plant-list/>
  19. Pot-et-fleur \* see Glossary/Book 5  
*Combination of rooted plants and cut flowers and/or cut foliage which gives the lasting quality of plants with the colorful impact of cut stems*
    - a. Must have plant material grown together
    - b. Must be owned and grown by exhibitor for specified time period
  20. Collections may be based on
    - a. Habitat
    - b. Origin
    - c. Leaf color
    - d. Flower color
    - e. Botanical Family/Genus
    - f. Fragrance
    - g. Leaf form or texture
    - h. Other
  21. Long-term ownership
    - a. 5 years or more
    - b. 10 years or more
  22. Other
- J. Supplemental horticulture classes (include scales of points in schedule)
1. Count, at the discretion of the schedule readers, in the required minimum number of entries (with the exception of youth classes) for qualification of GCA Flower Show status
  2. Are not eligible for GCA Special Awards, with the exception: May win Best in Show
  3. Eligibility status noted on entry card
  4. Grown by exhibitor with no ownership requirement
    - a. Window boxes
    - b. Planters
    - c. Garden design
      - 1) Emphasis on landscape design
      - 2) Size of area and hardscape specified
      - 3) May require exhibitors meeting to discuss questions
  5. Pot-et-fleurs\* see Glossary
    - a. Horticulture as primary focus
    - b. Have no ownership requirement
  6. Youth classes

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### K. Organization and terminology

1. Horticulture classes must be consecutive numbers
2. Class letters used for subdividing classes
  - a. Implemented only after passing
  - b. At the direction of passers and judges
3. Classes may be listed by order of staging
4. Par and supplemental classes are listed last

### L. Sustainable practices encouraged:

1. Herbicides are discouraged
2. Integrated Pest Management (IPM) is encouraged
3. Organic materials are encouraged
4. Plant material may be
  - a. A species or cultivar with good insect and disease resistance
  - b. Beneficial to insects
  - c. Grown with lower water and nutrient needs
  - d. Attractive to beneficial insects and pollinators
  - e. Low maintenance, with lower water and nutrient needs

## VI. Division III: Photography

### A. Before writing the schedule, consideration should be given to

1. Suitability of location for public exhibition
2. Number of entries required to give GCA Special Awards
  - a. Minimum 12 entries (minimum 4 per class)
  - b. May not be juried
3. GCA Annual Meetings:
  - a. Minimum 12 entries (minimum 4 per class)
  - b. 36 entries preferred if space allows (minimum of 4 per class)
  - c. Juried entries
4. Class titles should reflect the theme
5. Monochrome, color and creative techniques in separate classes
6. Staging
  - a. Optimal viewing height - photograph 50" to 60" from the floor
  - b. Ideal space to view is from 4 feet away
  - c. Cost of proposed staging to
    - 1) Construct
    - 2) Rent or borrow
  - d. Photos must hang securely
  - e. Ensure adequate lighting
7. Capability of exhibitors
  - a. Novice
  - b. Experienced
8. Variety in classes
9. Specific requirements or restrictions desired

### B. GCA flower shows, with the exception of Annual Meeting GCA flower shows, may not be juried

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- C. Registration deadlines may be staggered, to allow registration in the following order
  - 1. Club
  - 2. Zone
  - 3. All GCA club members, professional as well as amateur
- D. Delivery deadline
  - 1. Should be at least one month before show
  - 2. Should be listed in the Timetable for Exhibitors
- E. Individual classes as defined in the Glossary/Book 5 may be:
  - 1. Monochrome
  - 2. Color
  - 3. Creative Techniques
    - a. May require a 4" x 6" of the original image or a composite, if more than one original image, to be hung next to the entry after judging has occurred.
  - 4. Close-up or Macro
  - 5. Landscapes: Cityscapes, Seascapes, Cultural or Intimate Landscapes
  - 6. Still Life:
    - a. Composed
    - b. Found
    - c. Portrait
- F. Other photography classes not defined in the Glossary of Terms may be:
  - 1. Endangered species
  - 2. Gardens, urban scenes, farms
  - 3. Historical building(s)
  - 4. Moods, emotions, nature
  - 5. Travel, national parks
  - 6. Special techniques and lenses
  - 7. Smartphone/tablet photos
  - 8. Novice
  - 9. Mixed Media
  - 10. Video - must include beginning, middle and end, and tell a story
  - 11. Other
- G. Par classes are not allowed

### VII. Division IV: Botanical Arts

- A. Before writing the schedule consideration should be given to
  - 1. Suitability of location for public exhibition
  - 2. **It is extremely important that all designs are the original work of the designer(s). While the use of various techniques and components in the design may be inspired by other designs, the application of the techniques and components and the artistic concept of the design must be original. Artistic integrity is of utmost importance**
  - 3. Number of entries required to give GCA Special Awards
  - 4. Class titles should carry out theme

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5. Challenge Classes are allowed, however, Special Awards are not given in Challenge Classes and this should be noted in the schedule
6. Types of Botanical Arts that may be included
  - a. Botanical Jewelry
    - 1) Only dried plant material
    - 2) Artificial, endangered, and locally invasive plant material may not be used
    - 3) Plant material may be treated
    - 4) Must be or appear to be wearable
      - a) No mechanics or structural base material may show
      - b) Mechanics must be completely covered by accepted plant materials
      - c) Should be accurately scaled and include realistic details like clasps and fasteners
      - d) For brooch classes a pin on the back is not necessary as it can interfere with the display
  - b. Botanical Embellishment
    - 1) Only dried plant material
    - 2) Artificial, endangered, and locally invasive plant material may not be used
    - 3) Plant material may be treated
    - 4) Embellishment of existing forms
    - 5) May enhance a supplied natural or man-made object
    - 6) Complete coverage of supplied object is not required unless specified
    - 7) May require an entry fee for embellishment form
  - c. Botanical Couture
    - 1) Only dried plant material
    - 2) Artificial, endangered, and locally invasive plant material may not be used
    - 3) Plant material may be treated
    - 4) No mechanics or structural base may be visible
    - 5) A fashion item (dress, hat, shoes, purse, etc.) created from dried plant material
    - 6) Form may be supplied by flower show committee
  - d. Botanical Forms - A design of any other form than described above
    - 1) Only dried plant material
    - 2) Artificial, endangered, and locally invasive plant material may not be used
    - 3) Plant material may be treated
    - 4) No mechanics or structural base may be visible
7. Staging

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- a. Enclosed staging is preferred (e.g., under plexiglass) to protect objects
  - b. All classes should be displayed at the same level when possible approximately 50" from the floor
  - c. Cover appropriate surfaces with neutral (cream, tan, black) fabric (e.g., ultrasuede)
  - d. Cost to
    - 1) Construct
    - 2) Rent or borrow
  - e. Obtain correct measurements
  8. Bases supplied by Flower Show Committee to exhibitor or created by exhibitor
    - a. Shoe, hat, buckle, mirror, box, frame, etc.
    - b. Consider stability for staging
    - c. Non-restrictive item with many design paths
    - d. Natural forms - gourds, branches
    - e. A form (e.g., a bag, a mirror, a comb, etc.) created by exhibitor
    - f. Rules must state if base is to be completely covered
  9. Capability of exhibitors
    - a. Novice
    - b. Experienced
  10. Variety in classes
  11. Specific requirements or restrictions desired
  12. A sample card/key card must accompany each exhibit
    - a. On either 4" x 6" or 5" x 8" (as specified in the schedule) unlined white cardstock
    - b. Affix sample of each material used
    - c. Plant material must be labeled with botanical and common names
- B. Other information that may be included in guidelines
1. Committee may install exhibits
    - a. Exhibitor should include special instructions for display
    - b. If installation required by exhibitor, state time, materials, and methods permitted
    - c. Useful materials for installation
      - 1) Fine, straight pins
      - 2) Wire clippers
      - 3) Velcro dots
      - 4) Fine invisible thread
      - 5) Other
  2. Not permitted in Botanical Arts
    - a. Use of processed or manufactured materials
      - 1) Couscous, pasta or any processed food product
      - 2) Loose glitter
      - 3) Milled wood or toothpicks
    - b. Thick coatings of resins or epoxy - light coating is allowed

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- c. Accessories
    - d. No previously exhibited Botanical Art is to be copied in any form
  3. Construction mechanics (must be completely concealed by permitted plant materials) of non-plant material may be
    - a. Cardboard
    - b. Metal
    - c. Twine
    - d. String
    - e. Cording
    - f. Other
  4. Contact information for division chairman and class consultant should be included
  5. Recommended scales of points for the classes to be judged

### **VIII. Division V: Education**

- A. Before writing the schedule consideration should be given to
  1. May be a large exhibit(s) or multidisciplinary classes
  2. Suitability of location for public exhibition
  3. Educational impact
  4. Selection of educational topic(s)
  5. Entries required to be eligible to give GCA Special Awards
    - a. 1 exhibit and/or 2 or more classes
  6. Ability of exhibitors to deliver and install exhibits or class entries
  7. Exhibits will be judged, staged, and adhere to guidelines of relevant disciplines
  8. Available staging
  9. Cost of proposed staging to
    - a. Construct
    - b. Rent or borrow
  10. Specific requirements or restrictions for awards and entries
  11. Committee Zone representative(s) are available for consultation
- B. Large Exhibits, developed in conjunction with theme of show
  1. Educational topics include
    - a. Floral Design
    - b. Horticulture
    - c. Photography
    - d. Botanical Arts
    - e. Conservation
    - f. Garden History & Design
    - g. Other related topics
    - h. Suggested topics for education exhibits can be found on the GCA Committee landing pages
  2. May be created by
    - a. Club members
    - b. Conservation organization



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- c. Local scouts, clubs, schools
  - d. Local government or business
  - e. In partnership
    - 1) An ongoing relationship between the club and an outside organization enables each to promote its mission
  3. Statement(s) of Intent (50 words or less) that illustrate the show theme
  4. Eligible for awards
    - a. Marion Thompson Fuller Brown Conservation Award
    - b. Ann Lyon Crammond, or
    - c. Education Award, if Division V is the Educational Component *AND if the creator is a GCA club or GCA club member*
  5. Consideration of carbon footprint and how the exhibit and accompanying signage can be “up-cycled” for another use beyond the flower show
  6. Exhibits may be presented for educational display only
- C. Classes
1. Class titles should reflect show theme
  2. Class content
    - a. Must be educational
    - b. May include a single discipline or combination of disciplines
    - c. Should adhere to guidelines of relevant disciplines
    - d. Suggestion of classes is [here](#)
  3. Class description clearly explains the Education Division theme
  4. Classes
    - a. Open
    - b. Novice
    - c. Invitational
  5. Eligible for awards
    - a. Education Award
- D. Additional guidelines for education exhibits and classes
1. The purpose of an Education Division is to share information on issues important to the GCA such as conservation, horticulture, garden history and design, etc., and to encourage multidisciplinary entries to be viewed by members and the public
  2. Suggested topics for conservation and education exhibits can be found on the GCA Website
  3. May be jointly organized among committees
  4. Exhibit may not be used again in a GCA or GCA Major Flower Show unless significantly altered if applying for the Brown, Crammond, or Education Awards
  5. The most important aspect of an EXHIBIT is a clear Statement of Intent, also included in the schedule
    - a. Judged primarily on the success of fulfilling the stated purpose
    - b. Statement should be 50 words or less

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6. Exhibits may include membership solicitation if it is a minor aspect of the presentation materials
7. Live or preserved plant material may be used in a conservation exhibit
  - a. Should support expressed intent of exhibit
  - b. Should be used to illustrate concepts
  - c. Invasive material may be exhibited for educational purposes only and must be clearly identified as such
    - 1) Seeds, fruit and flowers of invasive plants must be bagged or under glass to prevent dispersal
    - 2) Any and all invasive plant material must be responsibly removed after the show
8. Exhibits and classes using plant material
  - a. Must include botanical and common names
  - b. Should be labeled with key card or diagram
  - c. May use a photo key card if labeling would detract from visual presentation or plants are too numerous
  - d. Must be examined by the show committee for freedom from disease and insect infestation
9. Video displays are allowed
  - a. Digital labeling is permissible in videos
  - b. Arrangement for equipment must be made in advance
  - c. Screen should be conveniently placed and large enough for easy viewing
10. Exhibits should make an impact with a clear message
  - a. Limited text presented in a large, easy-to-read font
  - b. Text in active (not passive) voice is preferred
  - c. Strong, large images
  - d. Easy to grasp concepts
  - e. Incorporate tangible objects where feasible, such as
    - 1) Live plants, produce, seeds, seed cones, etc.
    - 2) Examples of products or materials
    - 3) Before and after images
    - 4) Drawings of future work
    - 5) Publications
11. Written material should be
  - a. Clear and concise
  - b. Accurate
  - c. Printed on recycled paper on both sides
  - d. Available on club's website, if applicable
  - e. Good "go to" references
12. Handouts
  - a. Should be made to minimize waste
  - b. Only handouts considered essential should be distributed

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- c. QR Codes
  - 1) As an alternative to handouts
  - 2) As a link to further information

### 13. Other considerations

- a. How the exhibit and accompanying signage can be “up-cycled”
- b. It should have a destination beyond the flower show at an education center, a nature center, or a local conservation-focused non-profit

## VIII. Supplemental Classes

- A. Count, at the discretion of the schedule readers, in the required minimum number of entries for qualification of GCA Flower Show status with the exception of youth classes
- B. For Floral Design Supplemental Classes look under Division I: Floral Design
- C. For Horticulture Supplemental Classes look under Division II: Horticulture

## IX. Specialty Classes

- A. Do not count toward minimum number of required classes
- B. May require an entry fee
- C. Contact information for Specialty Classes chairman and class consultant should be included
- D. Recommended scales of points for the classes to be judged
- E. Needle Arts
  - 1. Stipulated form of needle art designed and stitched by exhibitor
  - 2. Need not contain plant material
  - 3. Exhibit should include a stitch and fiber card
  - 4. Should relate to show theme or interpretation of specified object
  - 5. Indicate
    - a. If it is to be the exhibitor’s original design or if pre-printed canvas is allowed
    - b. If needlepoint requires complete coverage of canvas or if the use of stitches that leave some canvas uncovered is permissible
    - c. If there are specific thread requirements
    - d. Directions for display
      - 1) e.g., flat, framed, backed, stuffed, etc.
  - 6. Crewel and embroidery do not require complete coverage of canvas
  - 7. Signature or initials are not permitted on the artwork
  - 8. If matting is used as part of framing, it must function only as matting and must not be used as a design component
  - 9. Frame for display may be supplied by the committee
  - 10. Entry fee may be charged for materials and/or finishing
  - 11. Canvas finishing
    - a. May be executed by committee
    - b. Should be the same for each entry
  - 12. Committee may install exhibits following special instructions for display from exhibitor

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### F. Pressed Plants

1. An artistic “painting” or design created from pressed flowers and plants
2. May not copy published Pressed Plant art
3. Must be flat, matted and framed under glass, Lucite ® or plastic
4. May not use
  - a. Matting as a design component
  - b. Overlays, underlays, or glossy papers
  - c. Fabrics, rice papers, lace, photographic images, drawings
  - d. Lamination or coating of plant material, unless specifically stated in the schedule guidelines
  - e. Artificial coloring or plant material including paint
  - f. Painted or drawn backgrounds
  - g. Three dimensional plant material unless specifically stated in the schedule
  - h. Signed works of art
  - i. No previously published pressed plant art is to be copied in any form
5. Three dimensional pressed plant creations
  - a. Must have plant material securely attached
  - b. May only be used when permitted by schedule
  - c. Must be protected by polyurethane or similar coating

### H. Video Classes

1. Video entries are limited to subjects consistent with the Garden Club of America interests, such as horticulture, floral design, gardens/landscapes, conservation and the environment, historic preservation, civic improvement, and the natural world.
2. A Statement of Intent (25 words or less) should be requested to explain the theme and content of the video.
3. The class schedule should clearly list video parameters including theme, subject matter, and length of video. Topics should be in accordance with the GCA mission.
4. The length of the videos is up to the show schedule writers, but it is suggested that videos should be at least 1-3 minutes to allow for story development.
5. Manipulated images and added filters are permitted.
6. Sound manipulation and filters are permitted.
7. The video may include digital labeling, for example, a title page, concluding page, and narrative pages - schedule writer to clarify.

## CHAPTER IV: STAGING AND SIGNAGE

### I. Staging

#### A. Staging Overview

1. Floor plan
  - a. Staging chairman and division chairmen, draw up overall floor plan
  - b. Each division and each class are placed in available space
2. Space
  - a. Adequate and appropriate space for all exhibits including
    - 1) Entry cards
    - 2) Statement of Intent cards
    - 3) Key cards
    - 4) Propagation cards
    - 5) Awards
  - b. Viewed and judged from close-up to a distance of 4 feet
  - c. All divisions incorporated into overall layout
  - d. Photography hung evenly at approximately 60" from floor with space to be viewed and judged
  - e. Division V: Education exhibit should be prominently placed
  - f. Additional education exhibits treated as an integral part of the show
  - g. During set-up, space for exhibitor's work areas in all divisions
  - h. Multiple entry and passing tables for horticulture, work tables for floral design
3. Traffic flow
  - a. Logical movement through show
    - 1) Consider wheelchair accessibility
    - 2) Allow aisle widths to permit viewing and passage
    - 3) Place horticulture away from cold drafts
    - 4) Place exhibits with fresh flowers out of direct sunlight
  - b. Show may be set up by
    - 1) Divisions and classes staged in same order as the schedule, or
    - 2) Divisions and classes integrated
  - c. Fire and police departments consulted regarding safety requirements
4. Planning
  - a. Show should have overall cohesiveness achieved with color, light, uniform graphics, and signage
5. Color
  - a. Background of staging should enhance exhibits, such as
    - 1) Same material as table covers
    - 2) Finely woven bamboo
    - 3) Matting
    - 4) Corrugated paper
    - 5) Other

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### 6. Lighting

#### a. Overall show lighting

- 1) All entries and exhibits must be evenly and adequately lit
- 2) Classes should not be staged with a light source behind them
  - a) If placed in front of a window or other light source, a background should be placed between the light source and exhibits
  - b) Where this is not possible, additional lighting facing the exhibit should be provided
- 3) Spotlights on directional signage helpful
- 4) Consider temperature of lighting on exhibits
  - a) Compact fluorescents are cooler
  - b) LED lights are coolest

#### b. Additional lighting in floral design

- 1) Lighting options in niches may be
  - a) From above, from sides or from below
  - b) From source not visible
  - c) Flexible so exhibitors can individually enhance their designs
- 2) Cool as possible for health of plant material
- 3) Lighting during setup should be sufficient for creating designs

#### c. Additional lighting in horticulture

- 1) Include bright lighting in exhibitor preparation area to allow
  - a) Plants to be groomed
  - b) Passers to do a proper job
  - c) Each exhibit to be shown to its advantage

#### d. Education Division entries and exhibits must be staged and lit as described in the relevant disciplines

### 7. Constructed staging

- a. Accurate dimensions must be in class description in the schedule
- b. Additional information on staging must be given to exhibitors in a timely manner
- c. Niches in floral design division
  - 1) Sizes often used
    - a) Miniatures: 8"h x 8"w x 8"d
    - b) Small: 12"h x 12"w x 12"d or 8"h x 10"w x 10"d
    - c) Medium: 24"h x 20"w x 16"d
    - d) Large: 34"h x 26"w x 18"d
  - 2) Other sizes
    - a) Make mock-up to be sure neither too shallow nor too deep
    - b) Horizontal, L-shaped, etc.
  - 3) Materials

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- a) Wood, cardboard, wine crates
- 4) Include a diagram in schedule
- 5) Allow exhibitors to provide backgrounds and state rules for attachment
- 6) Adequate lighting
- d. Pedestals
  - 1) May be various shapes and sizes
  - 2) Made inexpensively from sono-tubes (from construction supply store) with square or round top added
  - 3) Footed base pedestals are more stable
  - 4) May weigh base with bags of sand or pea gravel inside
  - 5) Made from pressed wood, plywood, plexiglass, etc., for heavier staging
- 8. Other staging
  - a. Tables neatly draped in fabric or other covering
    - 1) Neutral color, or
    - 2) Color complementary to class or show
    - 3) Should be free of wrinkles
  - b. Platforms placed on ground as bases
  - c. Architectural components
    - 1) Mantles
    - 2) Doors
    - 3) Windowsills
    - 4) Lamp posts
  - d. Natural objects
    - 1) Tree stumps
    - 2) Bales of hay
  - e. Utilitarian objects
    - 1) Wheelbarrows
    - 2) Ladders
    - 3) End tables
    - 4) Other
  - f. Identical materials used to separate classes in each division with extra for subdividing
    - 1) Ribbon, yarn or rope
    - 2) Bamboo, stakes or painted wood
  - g. Ideas to consider for staging
    - 1) Cubes, barrels, frames
    - 2) Turntable, hanging forms
    - 3) Two by fours filled with bark chips
    - 4) Large boxes painted black
    - 5) Logs or tree stumps of different heights
    - 6) Lath house structure

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9. Overall look of the show
  - a. Is the responsibility of the staging committee
  - b. May use decorative objects to welcome visitors
    - 1) Urns
    - 2) Planted pots
    - 3) Props related to show theme used subtly and effectively
10. Stability and safety
  - a. Staging should be solid to withstand jostling
  - b. Stanchions with ropes may be used to protect exhibits
11. Exhibitor and staff needs are the responsibility of staging committee, including
  - a. Work, entry and passing tables and chairs
  - b. Water source
  - c. Trash containers and disposal area
  - d. Flower buckets for out of town arrangers
  - e. Drop cloths if necessary
  - f. Emergency work supplies and aids (Mat cutter, wires, glue)
12. Entry cards
  - a. Placed uniformly for each class and attached to front of pedestals, or niches, or on stands
  - b. Have classes numbered consistently from left to right
    - 1) Each class has own number
    - 2) Entries are numbered in each class beginning with 1
    - 3) Exception: Horticulture classes
  - c. Easily seen by judges and public
  - d. Should not interfere with exhibits
13. Dismantling and removal of exhibits
  - a. Not earlier than 15 minutes after show closes to the public, no exceptions
  - b. To protect exhibits, entrants should be present before removal time; when this is not possible
    - 1) Consider assigning a person to check out entries being removed
14. Storage of staging components
  - a. Stored for future use
  - b. Borrowed items returned to owners in good condition
15. Staging Chairman's report
  - a. Items used
  - b. Location of items
  - c. Source of borrowed items
  - d. Notes on condition

### **B. Educational Component Staging**

1. Consistent with



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- a. Staging instructions per divisions
- b. Signage noting Educational Component(s)

### **C. Division I: Floral Design staging**

- 1. Viewing levels
  - a. Floral designs staged at appropriate level for viewing
  - b. Varying the heights of the staging of each class creates more interesting overall effect
    - 1) Pedestals at 36" or higher
    - 2) Niches approximately 42" from floor
    - 3) Low platforms or other staging
    - 4) Miniature staging should be approximately 52" from floor
- 2. Viewing sides
  - a. All floral designs must have adequate space from walls and other exhibits to be viewed on the number of sides specified in the schedule

### **D. Division II: Horticulture staging**

- 1. Viewing levels
  - a. Create visual variety in height
    - 1) Shelves
    - 2) Blocks
    - 3) Upturned pots
    - 4) Coat racks for hanging baskets
    - 5) Ladders
    - 6) Pedestals
  - b. Only largest plants on floor
  - c. Larger, taller exhibits behind shorter, smaller entries
- 2. Space
  - a. Should be adequate for exhibit, entry card, key card, propagation card and optional Statement of Intent
- 3. Containers for cut specimens
  - a. State in the schedule who is to provide container
    - 1) Provided by committee, or
    - 2) Supplied by exhibitor
  - b. Uniform, transparent containers suggested, such as
    - 1) Test tubes with bases
    - 2) Glass bottles
    - 3) Vases
  - c. Appropriate in size and proportion to plant material with various sizes available
- 4. Wedging material for cut specimens should be
  - a. Provided at exhibitor's table
  - b. Inconspicuous
  - c. Only at neck of bottle
  - d. Unobtrusive, natural or biodegradable materials

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- 1) Examples are short clippings such as yew, natural sponges (can be stained with coffee or tea), or clear marbles
- e. No wedging is an option
5. Re-staging and subdividing
  - a. Provide sufficient space for each entry to be seen to advantage
  - b. Staging chairman, horticulture chairman, and passing chairman may subdivide and re-stage large classes by
    - 1) Container size
    - 2) Plant groups
    - 3) Flower or foliage color
    - 4) Other
  - c. Should be done in advance of judging
  - d. Judges may further subdivide
  - e. Schedules written with broad class titles, e.g., annuals, foliage plants require subdivision
    - 1) To facilitate giving more awards
    - 2) Take more manageable groups for judging
    - 3) Only if there is a first place exhibit in the subdivision
    - 4) There should be at least three entries in each created subdivision

### **E. Division III: Photography staging**

1. Viewing levels
  - a. Photography hung at approximately 50 - 60" from floor
  - b. Capable of being viewed from close up to 4 feet away
2. Hanging material
  - a. Velcro
  - b. Museum putty
  - c. Hooks
3. Ensure adequate lighting

### **F. Division IV: Botanical Arts staging**

1. Viewing levels
  - a. Designs staged at appropriate level for viewing
  - b. Varying the heights of the staging creates more interesting overall effect
    - 1) Pedestals at 36" or higher
    - 2) Niches approximately 42" from floor
    - 3) Low platforms or other staging
    - 4) Small objects best viewed at eye height
2. Space
  - a. Should be adequate for exhibit, entry card, sample card and optional Statement of Intent

### **G. Division V: Education Staging**

1. Viewing levels

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- a. Designs staged at appropriate level for viewing
2. Suggested options
  - a. Display boards
  - b. Tables
  - c. Shelves
  - d. Existing surfaces
3. Should use sustainable, recyclable, reusable and environmentally friendly materials
4. Use of carefully selected props can be a powerful tool to convey message
  - a. Plants
  - b. Aquariums (may not contain live animals or fish)
  - c. Samples
  - d. Large scale photographs
  - e. Recordings
  - f. Movies
  - g. Materials to take away
5. Exhibit(s) Statement of Intent: 50 words on its own card or fewer words on the entry card; names of committee should be folded under until after judging
6. May use a slideshow, video presentations, or a demonstrator

### H. Specialty Classes Staging

1. Video Classes
  - a. The viewing screen should be conveniently placed and easy/large enough to view.
  - b. Audio should be easily projected for judges to consider as part of the whole creative project.
  - c. Judges should be provided a quiet area for viewing the videos during judging.
  - d. A Statement of Intent should be provided to judges ahead of judging or accessible during judging.
  - e. A title can be helpful on the first slide of the video.
  - f. Consider using QR codes for judges and the public's use to read Statements of Intent or other accompanying material.

## II. Signage

- A. General information
  1. Signs describing goals of the GCA and/or of host club are
    - a. Informative
    - b. Support 501(c)3 status (non-profit charitable group)
  2. Graphics are the combination of images and writing used on all printed material and should
    - a. Relate to show theme
    - b. Be consistent throughout

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- c. Have a logo reflecting show theme
3. All printed material with same typeface and colors
  - a. Schedule
    - 1) Full schedule, also available online
    - 2) Abbreviated schedule for use at show
  - b. Invitations
  - c. Stationery
  - d. Class signs
  - e. Name tags
4. Signage necessary for
  - a. Entrance to show
  - b. Identify divisions and classes
  - c. Directional and informational signs to show divisions and special exhibits to best advantage
  - d. Road signs
  - e. Communicate other information for public
  - f. Consider extra signage for passing and staging to establish flow
  - g. Directional signage for judges
5. Signs should be
  - a. Uniform
  - b. Large enough to be read from a distance
  - c. Placed so can be seen in crowds
  - d. Waterproof, if outside
6. Signage required for each section and class should include
  - a. Class title
  - b. Number
  - c. Brief description from schedule
  - d. Optional
    - 1) Style definition
    - 2) Scales of points
    - 3) Judging criteria
    - 4) Challenge class components
    - 5) "Please Do Not Touch" signs, as needed
    - 6) Sustainable practices, if applicable
7. Be prepared to make additional signs for subdivisions
8. Signage for photography exhibits must include
  - a. Class title
  - b. Number
  - c. Description from schedule and whether or not it is color, monochrome, etc.
    - 1) Rationale: including the description from the schedule helps the public to better understand class parameters
9. Signage for education exhibits

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- a. Include a Statement of Intent - 50 words or less
  - b. Be appropriately placed to not obstruct exhibit
  - c. Include botanical and common names of all plant material used
  - d. Key cards
    - 1) Diagrams
    - 2) Photo cards
  - d. Explanatory text should
    - 1) Use large font
    - 2) Be succinct
10. Signage required for Educational Component(s)
- a. Include a Statement of Intent - 50 words or less
  - b. Rationale: include an informative description to help the public better understand the educational impact
11. Sustainable Practices
- a. Should use environmentally-friendly materials
  - b. Reusable signage
  - c. QR codes with links to further information
  - d. Keep handouts to a minimum
  - e. Upcycling of materials is encouraged

## CHAPTER V: ZONE AND ANNUAL MEETING FLOWER SHOWS

### I. GCA Zone Meeting Flower Show

- A. Must follow all rules and guidelines for *IN PERSON* GCA Flower Shows to be eligible for GCA Special Awards and a \$1000 stipend. [See Zone stipend information](#)
  1. The show must include all the required elements of a GCA Flower Show
  2. The show must be open to the public, FREE of charge
  3. The schedule must be approved by the GCA Flower Show Committee chairman
  4. If the stipend is approved, it will be disbursed approximately 1 month prior to the show by the GCA staff
- B. Notify the Flower Show Committee zone representative at least two years in advance to have show dates approved and posted on the GCA calendar
- C. Use the [Zone Meeting Flower Show schedule template](#)
- D. Zone shows may limit exhibitors to members of the host zone
- E. Zone show photography divisions may not be juried
- F. All schedules, even those that do not qualify for GCA Flower Show Special Awards, must be submitted for review and approval by the GCA Flower Show Committee chairman
- G. Judged by approved judges selected from a list provided by the Judging Committee zone representative
  1. It is recommended to use judges from outside the host zone
  2. If judged by judges from within the zone, those judges must not enter the division of the show that they are judging
  3. Exception: a Judges' Challenge Class that should be staged in a room away from the classes being judged
  4. If challenge class cannot be separated from other floral design classes it is best to use judges on panels who are not exhibiting
- H. Should include classes planned for exhibitors traveling to the show, e.g.,
  1. Challenge classes
  2. A judged plant exchange
- I. Follow timetable for GCA flower shows

### II. GCA Annual Meeting Flower Show

- A. Must follow all rules and guidelines for *IN PERSON* GCA Flower Shows to be eligible for Special Awards and a \$5,000 subsidy. [See GCA Annual Meeting Flower Show stipend](#)
  1. The show includes all the required elements of a GCA Flower Show
  2. The show is open to the public, FREE of charge
  3. The schedule is approved by the GCA Flower Show Committee chairman
  4. The subsidy will be disbursed approximately 1 month prior to the show by GCA Headquarters

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- B. The GCA Annual Meeting Flower Show Chairmen work with the Annual Meeting Chairmen to have the dates posted on GCA calendar
- C. Use the [GCA Annual Meeting Flower Show schedule template](#)
- D. The Photography Division must be juried. Find [Juried Judging Procedures here](#)
- E. The GCA Judging Committee chairman provides a list of judges to the flower show judging chairman
- F. Should include classes planned for exhibitors traveling to the show, e.g., challenge classes
- G. Follow timetable for GCA flower shows

## **CHAPTER VI: SANCTIONED NON-GCA FLOWER SHOW**

### **I. Procedure to become a sanctioned Non-GCA Flower Show**

- A. Sanctioned Non-GCA Major Flower Shows may bestow GCA Flower Show Medals and Awards for Non-GCA Major Shows
- B. Sanctioned Non-GCA Flower Shows may bestow GCA Flower Show Medals and Awards for Non-GCA Shows
- C. Contact the GCA Flower Show Committee chairman at least 6 months in advance to request evaluation to become a Sanctioned Non-GCA Flower Show
- D. Provide the following documentation
  1. Copies of past schedules
  2. Details of the sponsoring organization
  3. The flower show particulars: location, timing, days open, visitors expected
  4. Documentation of the stability of the show
    - a. History of past shows
    - b. Plans for future shows
- E. Agree to 3 evaluations over 3 shows
  1. Evaluating team: The GCA Flower Show Committee chairman, Judging Committee chairman, Floral Design Committee chairman, Horticulture Committee chairman, Photography Committee chairman, Conservation Committee chairman, Garden History & Design Committee chairman, or their designees
  2. Evaluation is based on the qualities of the show - do they meet the basic qualifications for a GCA show in order to bestow GCA awards for Sanctioned non-GCA Shows
  3. Evaluation will be written by the GCA Flower Show Committee chairman and sent to the show chairman and copied to the GCA Executive Board
  4. After three evaluations, the GCA Flower Show Committee chairman in consultation with the GCA Executive Board will make a decision as to the status of the Sanctioned non-GCA Flower Show with regard to its privilege to award GCA Flower Show medals and awards for Sanctioned non-GCA Flower Shows

### **II. Sanctioned Non-GCA Flower Show Awards**

- A. May be awarded at flower shows of stature that are not sponsored by the GCA
- B. Recipients include
  1. GCA club members
  2. GCA clubs
  3. Non-GCA members
  4. Other organizations
- C. Application for approval, including a draft of the schedule, made in writing to the GCA Flower Show Committee chairman at least 6 months prior to show



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1. Application for Award of Distinction should state specifically requested awards and whether any related classes in the schedule are to be included in the judging
- D. Upon receipt of permission to offer the awards, a list of approved GCA judges must be obtained from the GCA Judging chairman
- E. Awards sent from the GCA 1 month prior to show
- F. Presented only if there is an exhibit worthy of the award
  1. **THE GCA AWARD OF DISTINCTION IN FLORAL DESIGN**
    - a. Award criteria
      - 1) Amateur exhibitor(s) for a creative design of outstanding beauty
      - 2) GCA club members, GCA clubs, non-members or other organizations
      - 3) Placed first, second or third in a judged class in its division
      - 4) Challenge class entries not eligible
    - b. Judges
      - 1) Three approved GCA floral design judges provided by the GCA Judging chairman
  2. **THE GCA AWARD OF DISTINCTION IN HORTICULTURE**
    - a. Award criteria
      - 1) Amateur exhibitor(s) for an entry which achieves an exceptional standard of horticultural excellence in the Horticulture Division at a flower show
      - 2) GCA club members, GCA clubs, non-members or other organizations
      - 3) Placed first, second or third in a judged class in its division
      - 4) Exhibit may receive award only once
    - b. Judges
      - 1) Three approved GCA horticulture judges provided by the GCA Judging chairman
  3. **THE GCA AWARD OF DISTINCTION IN PHOTOGRAPHY**
    - a. Award criteria
      - 1) For a photograph of high creative and technical merit
      - 2) Individual GCA club member, individual non-member
      - 3) Placed first, second or third in a judged class in its division
      - 4) Exhibit may receive award only once
    - b. Judges
      - 1) Three approved GCA photography judges provided by the GCA Judging chairman

**4. THE GCA AWARD OF DISTINCTION IN CONSERVATION**

a. Award criteria

- 1) For an exhibit of exceptional merit that educates the public on conservation issues and promotes respect for natural resources and responsibility for environmental stewardship
- 2) GCA club members, GCA clubs, non-members or other organizations
- 3) Placed first, second or third in a judged class in its division
- 4) Exhibit may receive award only once

b. Judges

- 1) Three approved GCA horticulture judges or two approved GCA horticulture judges and another GCA approved judge knowledgeable about the subjects covered by the exhibit and provided by the GCA Judging Committee chairman

**5. THE GCA AWARD OF DISTINCTION IN EDUCATION**

a. Award criteria

- 1) For an exhibit of exceptional educational merit that increases the knowledge and appreciation of plants, garden design, civic improvement or historic preservation
- 2) GCA club members, GCA clubs, non-members or other organizations
- 3) Placed first, second or third in a judged class in its division
- 4) Exhibit may receive award only once

b. Judges

- 1) Three approved GCA horticulture judges or 2 approved GCA horticulture judges and another GCA approved judge knowledgeable about the subjects covered by the exhibit and provided by the GCA Judging Committee chairman