

## **FLOWER SHOW ACHIEVEMENT AWARDS BOOK OF EVIDENCE UPDATE**

In an effort to simplify flower show award applications and to cut cost of mailing for both the state and NGC, a pilot program is being tried in the hopes of making some permanent changes to the Flower Show Awards application process. The following are guidelines to be used on a trial basis:

### **RULES FOR FLOWER SHOW PERSONNEL WISHING TO SUBMIT CD/DVD BOOK OF EVIDENCE**

[Books of Evidence will still be accepted if a club chooses not to do a CD/DVD]

- ***The preferred format for submission on CD or DVD is PDF***; you may create the Book of Evidence using any program you prefer and then save the finished product to PDF format.

If you do not have the capability of saving your document to PDF, either ***WORD or Power Point format will be acceptable*** [some reviewers are not able to open other programs, so these are the only formats that will be permitted].

- Assemble the pages of the Book of Evidence (20 maximum) in the order dictated on p. 62 -63 of the *Handbook for Flower Shows*. DO NOT put the Flower Show Schedule on the CD/DVD.
- The cover label described in item 1, p. 61 is to be attached either to the CD itself, or to the CD/DVD case. If attached to the case, use a Sharpie or other indelible pen to mark the CD/DVD itself with Award number, State and name of club or sponsoring organization.
- Submit CD/DVD with 1 paper copy of Award Application and 1 paper copy of the show Schedule. Put all components inside an envelope for mailing. Submit to the state Flower Show Evaluation chairman. State Chairmen will then include evaluation sheets before sending to National Garden Clubs, Inc.

CD/DVD and Schedule will not be returned. Only evaluation of show will be returned by NGC.