DIRECTIVE
FOR INSURING CONSISTENCY IN GRADING OF
BOOKS OF EVIDENCE

1. Cover label. The label should be only a small piece of paper adhering to the front cover with only the required information neatly printed, typed or computer generated. Each required bit of information is worth ¼ pt.
    a. Award name & number or vice versa.
    b. State
    c. Show sponsors (club/s, plant society, council, district, state, or region.)
    If the Book of Evidence has additional information on the cover, indicate on the comment sheet that additional information is of no value here, however, points are NOT deducted. If label is not neat or not printed, etc. deduct ¼ point.
2. Pages. No more than 20 pages (10 sheets). If more, deduct ½ pt.
3. Contents
    a. Title Page. Point values are indicated in the Scale of Points.
    b. Table of Contents. Table may appear below the Title Page information. No deduction.
    c. Show Description. This is for title, size, scope, type of show, staging, and special features, not for show data. Special features or circumstances are to be stressed. Deduct only if repetitious of data and absence of features.
    d. Show Data. Point values as indicated in the scale of points under 1-7.
    e. Photographs. Point values as indicated in the scale of points.
    f. Staging. One point is allotted to theme staging and one for each of the three divisions. There should be them interpretation throughout the entire show area and creative staging in **all** divisions.
    g. Publicity. There should be a minimum of one kind of publicity prior to the show. One following the show could also be included. Scripts or schedules from radio/TV broadcast, flyers, etc. City/county newspaper publicity preferred, but not required. Scripts or schedules from radio/TV broadcasts, flyers, and pictures of posters displayed in public buildings are also acceptable.
    h. Schedule. One schedule in back pocket for 1 pt. Scan the schedule according to Schedule for Evaluation –Scale of Points. (Found in the Handbook for Flower Shows pages 306-308.)
    i. Conformance. Book of Evidence must follow the above order of presentation. Deduct by ¼ pts. for each conformance infraction.
4. Distinction. Consider the deductions taken above. Deductions above affect Distinction, but to a lesser degree, approximate ration of 4-1 or fractions thereof. Unique feature/s may compensate for 1 pt. fault.

PLEASE GRADE FAIRLY, IMPARTIALLY, AND CONSISTENTLY!