



National Garden Clubs, Inc.

FORM 22

FLOWER SHOW SYMPOSIUM CHECK LIST

The State Flower Show Symposium Chairman may use this form to help monitor the responsibilities associated with a Symposium.

SYMPOSIUM LOCATION: _____ SYMPOSIUM DATES: _____

(Contract location one year prior to Symposium)

STATE APPROVAL DATES TO CONDUCT FLOWER SHOW SYMPOSIUM: _____

INSTRUCTORS - Secure all Instructors one year prior to Symposium dates.

Horticulture: _____ Contract mailed _____ Contract returned _____
(4 hours) (2 copies)

Design: _____ Contract mailed _____ Contract returned _____
(4 hours) (2 copies)

Allied Topic: _____ Contract mailed _____ Contract returned _____
(1 hour) (2 copies)

Allied Topic: _____ Contract mailed _____ Contract returned _____
(1 hour) (2 copies)

LOCAL SYMPOSIUM CHAIRMAN: (if any) _____ PHONE: _____

ADDRESS: _____ E-MAIL: _____

SYMPOSIUM REGISTRAR: _____ PHONE: _____

ADDRESS: _____ E-MAIL: _____

REGISTRATION DATES:

Date Registration Form sent to NGC Symposium Chairman: _____

Mail at least 4 months before Symposium

Date returned Registration Form with NGC Symposium Chairman's Signature: _____

Signature indicates that all Instructor outlines have been approved

DATE INSTRUCTORS' MATERIALS ARRIVED FOR DUPLICATION:

Horticulture: _____ Design: _____

Allied Topic: _____ Allied Topic: _____

APPOINTED PROCTOR'S NAME FOR P.S. EXAM: Hort. _____ Design _____

MASTER PANEL MEMBERS: Hort. (2) _____

Design (2) _____

DATE TEST PAPERS MAILED TO INSTRUCTORS FOR GRADING: (Within 1 week): _____

Send by: Certified or Priority Mail with tracker. Include stamped, self addressed envelope.

DATE TEST PAPERS WERE RETURNED AFTER GRADING: _____

ACCREDITATION MATERIALS:

Mail the following documents when the graded papers have been received.

Documents include: PT SCORING PAPERS FROM 3 STUDENTS (Each set represents either a high, a middle, or a low total score) MASTER PANEL POINT SCORING SHEETS (1 copy for each of the 4 classes)

CHECK PAYABLE TO NGC - \$5.00 for each Judge taking exam + \$5.00 for each Judge auditing symposium. FORMS: SUMMARY SHEET 4 copies

ROSTER OF JUDGES HAVING TAKEN EXAM 2 copies

ROSTER OF JUDGES AUDITING FOR CREDIT 2 copies

RETURN ENVELOPE WITH SUFFICIENT POSTAGE FOR CERTIFIED OR PRIORITY MAIL - Must include the return receipt card or the tracking form.

RETURN TEST PAPERS TO JUDGES WITH RENEWAL APPLICATION FORMS WHEN APPROPRIATE.

HAVE STATE CREDENTIALS CHM. NOTIFY NGC SYMPOSIUM CHM. ABOUT JUDGES DESERVING STATUS ADVANCEMENT. Use form #17F-07(w).

NGC Symposium Chm. will mail 1st and 2nd Refresher cards, Life and Master cards to the State Symposium or the Credentials Chm.