

REQUIREMENTS FOR PREPARING A BOOK OF EVIDENCE

A Book of Evidence should be prepared for the following only:

- a. Flower Show Achievement Awards (10 pages, 20 surfaces, front & back)
- b. Publicity Press Book (no limit on number of pages)

1. Label on outside cover: number and name of NGC award, category, and name of club/s, city and state.
2. Presentation: not to exceed 10 pages. The 10 pages may be enclosed in plastic sheet protectors, pages back to back. Material must be attached to pages; no loose materials. Use 8 1/2" x 11" paper and enclose in report cover or 2 pocket folder; no scrapbooks or oversized books. Exceptions are noted.
3. Top of first page: include number and name of NGC award, name of club/s, number of members on whom NGC and state dues are paid, (regular, honorary, life, associate).
4. Written Text: concise; covers all requirements in award description and Scale of Points for Achievement, Participation and Record.
5. Record: photocopies are permitted; yearbook pages are not needed as documentation.
6. No Title Page, No Table of Contents. No Summary is needed as it appears on the NGC Awards Application Form.
7. When the same project is eligible for various awards, submitting exact duplication of Books of Evidence IS NOT ACCEPTABLE.