



CHECKLIST FOR CLASSES

- Container(s) appropriate for the workshop being taught
- Kenzan(s)
- Hasami (scissors)
- Bucket for water to hold your plant material while doing arrangement
- Wires, wire cutters, tape (as appropriate for arrangements being taught)
- Paper or plastic bag for debris
- Personal Class Attendance sheet

WORKSHOP ETIQUETE

1. Arrive on time and select your table
2. Prepare your work area
 - a. Fill container and cutting dish with water. Place kenzan.
 - b. Place clippers, towel, paper and pencil on table.
3. Place branches and flowers in water and put on the floor.
4. Visit with the other participants, but be seated and ready to start on time.
5. As a courtesy to the professor and other students, please **DO NOT TALK** during the demonstration, arranging time and critiquing sessions.
6. **DO NOT** start working until the demonstration is completed.
7. Raise your hand to receive help from the professor.
8. Throughout the entire workshop, communicate with the materials, **NOT** your neighbor.
9. Remember it is the Japanese custom that no food or drink is brought into the work area.
10. When your arrangement is completed and ready for the professor to critique:
 - a. Clean your work area.
 - b. Place the hasami in front of the arrangement.
 - c. Find the professor, and watch while he corrects other arrangement, until he gets to yours.
 - d. Be sure a photo is taken of your corrected arrangement.

PLEASE TURN OFF ALL CELL PHONES

