

Ikebana Lesson Etiquette

1. Please arrive **on time** and select a space at a table, if seats are not assigned.
2. Please sign the attendance sheet and wear your name tag.
3. Prepare work area:
 - Cover workspace with plastic sheet or newspaper.
 - Fill container with water, place kenzan in container.
 - Place clippers, towel, paper and pencil on table. Please place your clippers on a towel so they don't bang on the table while working.
3. Please pay the workshop/material fee (if any).
4. If floral materials are provided, please wait for them to be handed out. Please do not help yourself to materials unless directed to do so.
5. Place materials in your water bucket and put it on the floor so that it won't block the view of others.
6. Visit with the other members, but be seated and ready to start on time.
7. As a courtesy to the instructor and other participants, please **do not carry on conversations** during the demonstration. Questions may be asked of the instructor during the demonstration.
8. **Do not** start working on your arrangement until the demonstration is completed.
9. If you need assistance, please quietly ask to receive help from the instructor.
10. When your arrangement is completed and ready take a number for critique. Prepare for the instructor's critique by doing the following:
 - Clean your work area of debris and clutter
 - Place clippers in front of your arrangement
 - **Pay attention** to the numbers and **be ready when your number is called.**
 - Let the instructor sit down in front of your arrangement.
11. Observe the instructor's critiques of other arrangements until he/she gets to yours. You will learn from these critiques.
12. Take a picture of your completed arrangement before taking it apart. This will be a good reference, if you print a copy and keep it with your lesson sheet.
13. At the completion of the entire workshop/lesson, please clean up your work area and **offer to help** those leading the session to clean up the materials and supplies.
14. **When disposing of branches, please cut them into small pieces** (about 5-6 inches) to make trash removal easier.
15. We do not pay for the kitchen and **we are not allowed to use any of the kitchen properties.** We have our own coffee maker, tea kettle, paper cups, plates and napkins and plastic utensils. If you don't like to drink from a paper cup, **please bring your own mug.**



Thank you for your cooperation!