

TOKONOMA IKEBANA ARRANGEMENT INSTRUCTIONS

for the

Japanese Friendship Garden and Museum

Please follow these instructions when creating an arrangement for the JFGM.

Set-up:

- Plan to create your arrangement on the Thurs or Fri before your scheduled weekend;
- Arrive during opening hours (10am-4pm), enter and collect the Exhibition Hall kitchen key from the main entrance cashier;
- **Bring a placemat, board, or other surface protector to go under your finished arrangement;**
- Place your I.I. nametag in a frame (located in the kitchen cabinet) and set it next to your arrangement, along with the I.I. Information/QR code sign;
- Take a minimum of two photos (with and without the nametag) on a high resolution setting and email them to Deborah Warriner (dswarriner.sd@gmail.com);
- Be sure the container is full of water;
- Lock the kitchen and return the key to the main entrance.

Parking:

- Temporary parking is allowed on the yellow curb (access road) behind the Organ Pavilion;
- Do not block the back entrance gate to the JFGM;
- Place a sign on your dashboard stating: "Tokonoma Arranger", with your name and contact telephone number.

Maintenance:

- Check/refresh your arrangement at least once over the weekend (especially in hot weather).

Break-down:

- Dismantle your arrangement between 10am-noon on the Mon or Tues following your scheduled weekend;
- Return the nametag, frame, and I.I. Information sign to the kitchen cabinet, and the kitchen key to the main entrance cashier;
- Take all materials with you and leave the Tokonoma clean.

Troubleshooting:

- Contact the main entrance or Emiko Scudder (619/232-2784) if the Tokonoma lights are not turned on;
- Contact Deborah Warriner (619/665-3563) or Carole Scott (858/454-8730) if you have any questions or need to reschedule.

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