

Ikebana International, Washington DC, Chapter No. 1
60th Anniversary 1956-2016
Celebrations

Planning Schedule

| | |
|---|--|
| October 15, 2016 (Saturday) CONFIRMED | Luncheon and Demonstration Headmaster of Saga Goryu, Mika Tsujii Venue: Sheraton Reston Hotel Lead: Valerie and Jane Redmon |
| October 16, 2016 (Sunday) CONFIRMED | Workshops (2) Venue: Sheraton Reston Hotel Lead: ??? |
| April 12 - 17, 2017 | Ikebana International 11th World Convention Okinawa Convention Center, Okinawa, Japan |
| June TBD 2017 (Friday 1 or 2 week) | Diamond Gala Venue: TBD Lead: ??? |
| October 5 – 23, 2017 CONFIRMED | Annual Exhibition National Arboretum Lead: Jane Redmon and Jane Newman |

NOTES:

| | |
|--|---|
| <u>October 15, 2016</u> (Saturday) | <u>Luncheon and Demonstration</u> Headmaster of Saga Goryu, Mika Tsujii with Assistant Venue: Sheraton Reston Hotel |
| <ul style="list-style-type: none">• Timing of event• Planning for 150 attending• Confirmed Demonstrator - Airfare donated• Fee -- Buffet luncheon• Reservations made for demonstrator at the event hotel• Rooming for others arranged \$89/per night (Friday and Saturday)• Arrange for students to assist (3-4) during the demonstration - Bruce• Vendors for event to be arranged through Ways and Means (Sue Christie)• Arrangement Exhibition in Lobby - Jane Redmon• Bruce will be asking for donations as well and Estimates \$750 from his donors• Bruce: MC the Event with music and narration and photos displayed on screen• AV Equipment check with Ann Beyries or see if Bruce can obtain from school• Stage set up important and check to ensure lighting is adequate | |

October 16, 2016 Workshops (2)

(Sunday) Venue: Sheraton Reston Hotel

- Bruce will request information from the Headmaster
 - on how many individuals for each workshop
 - type of workshop presenting
 - Fee
- Timing of workshops
- Hotel to provide room for the workshops and possible lunch
- Equipment list for each student needed
- Supplies to be furnished

October 5 – 23, 2017 Annual Exhibition

National Arboretum

- This was held at the National Arboretum in the Theatre - Jane Redmon to speak with Arboretum.
- Catered reception, paid for by I.I.
- Speeches and Koto music
- Classes for children
 - Fee or Free?
 - Supplies and materials
 - Teachers and Assistants
- Public demonstrations

June TBD 2017 Diamond Gala

(Friday 1 or 2 week) Venue: TBD

- Jane Newman to make inquiries to Army/Navy Club and follow up with Elizabeth Berry on other options
- Fee
- Black tie optional
- There was an exhibition by Past Presidents
- Silent Auction
- A short video of the World Convention in Okinawa (if possible)
- Toast
- After dinner Bruce Wilson or Betty Taylor to speak on Ikebana Arts.
- Entertainment -- Drums
- keepsake gift
- History of chapter

HISTORY

Diana Cull, as Historian, will organize an exhibit, maybe for the Sheraton demo and also the exhibition at the Arboretum. She will sort through the boxes I have in storage.

FUNDRAISING

We need fundraisers.

- Memorials and Donations - Betty Taylor (Valerie will call her to confirm)
- Perhaps each Area Workshop could organize something or give funding
- General Workshop raffle or silent auction?

PUBLICITY.

Elizabeth Biddle, Chair

- Save the Date notice to be sent by March 2016
- Contact all chapters in U.S.
- Contact NAR with information
- Notify local publicity venues
- With Jane Newman produce a publicity list
- Registration for Luncheon Demonstration in October -- Send out by May 2016

IKEBANA INTERNATIONAL WASHINGTON DC CHAPTER#1

REPORT

60TH ANNIVERSARY DIAMOND GALA DINNER

FRIDAY JUNE 9TH 2017 6-10:30PM

ARMY NAVY CLUB ARLINGTON VA.

Jane Newman kindly sponsored this very special evening at the Army Navy Club, a very beautiful setting.

It took the place of our June Luncheon/Demonstration.

A financial report is included, along with a program and flyer.

The Reception and Exhibition by Past Presidents of DC #1 and Heads of Ikebana Schools, were situated in the Eagle hall, alongside the Cash Bar, so that members and guests could view them and enjoy passed Hors d'Oeuvres.

The Silent Auction was set up in the Fort Richardson room, along with two Koto players, Yuriko Magori Gandolfo and Izumi Tamanaha. Mrs Okamoto of the Toho Koto Society could not attend due to sickness in the family.

These ladies did a fine job and were much appreciated.

The Diamond Ballroom doors were opened at 7:15pm. There were three screens on the wall, displaying the 60th Anniversary Logo. The central screen had a stage and podium with Taisaku arrangements on the floor on both sides.

The color scheme was fuschia, black, white and silver. There were pink and white butterfly centerpieces in bamboo containers on each table, honoring our founder, Ellen Gordon Allen, surrounded by crystal, diamond-shaped votive favors.

Placed on each napkin was an exquisite fabric cherry blossom pin favor (tsumami), created by Mrs Naomi Izumi.

The evening's events are printed in the program, but not the bouquet presentations to Allie Uyehara and Betty Taylor.

Allie was honored in her 90th year for all her achievements and contributions to I. I. and also recognizing her as being one of two surviving Founder Members of Ikebana International.

Counsellor Mitsue Morita, representing the Japanese Embassy, kindly gave a speech honoring DC Chapter #1's achievements. She remained until after the evening's special entertainment.

After a delicious dinner, the Rockville Ryukyu Taiko Group, led by sensei Rodd Chin, gave a very lively 20 minutes of drums, dance and song which included an appearance by the lion dog, shisa. Some of the audience happily got up and joined in with the dancers. Great fun!!

Some of us were lucky enough to have seen Taiko dancers in Okinawa during the I.I. World Convention and were very happy to have another opportunity to experience this Okinawan tradition.

The Army Navy Club was a beautiful venue and the staff could not have been more helpful during our setup, right until we left.

We also had some great volunteers, hostesses and ikebana husbands who all deserve our sincere gratitude.

Special thanks go to the hard working 60th Anniversary Committee; Elizabeth Biddle, Diana Cull, Jane Newman, Jane Redmon, Judith Roa and Motoko Shimizu.

It was a very wonderful, successful and memorable evening.

Respectfully submitted,
Valerie Eccleston
60th Anniversary Chair.

IKEBANA INTERNATIONAL WASHINGTON DC CHAPTER#1
60TH ANNIVERSARY GALA DINNER JUNE 9TH 2017

FINANCES

Income from reservations;

| | |
|--------------------------------------|-------------|
| 143 members and guests at \$75 each; | \$10,725.00 |
| 2 donations of \$75 each: | 150.00 |
| 1 donation of \$25 | 25.00 |
| Total Income; | \$10,900.00 |

Fund Raising;

| | |
|---------------------|-------------|
| Sponsors | \$7,654.00 |
| Towels and Notepads | 610.00 |
| Garden Tour | 800.00 |
| Cash Bar profit | 264.17 |
| Total | \$9,328.17 |
| Silent Auction | \$25,390.00 |
| Total Raised; | \$34,718.17 |

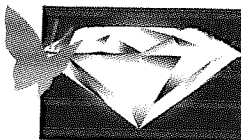
Expenses;

| | |
|---------------------------|-------------|
| ANC | \$14,139.61 |
| Program Printing | 449.44 |
| Crystal candle favors | 477.42 |
| Cherry Blossom pin favors | 1,189.07 |
| Sumie framing | 240.22 |
| Presentation Bouquets | 250.00 |
| Photographer | 350.00 |
| Koto | 250.00 |
| Taiko Group | 250.00 |
| Taiko Group food | 248.60 |
| Total Cost; | \$17,844.36 |

| | |
|----------------------------------|-------------|
| Total Income plus Fund Raising = | \$45,618.17 |
| Minus expenses | \$17,844.36 |

Total Profit; \$27,773.81

Profit without Silent Auction \$2,383.81



Ikebana International, Washington D.C., Chapter No.1

is delighted to present

Our 60th Anniversary Diamond Gala

at the

Army Navy Country Club, Arlington VA 22202

6:00pm to 10:00pm

Date: Friday, June 9, 2017

Location: Army Navy Country Club, 1700 Army Navy Drive, Arlington VA 22202

Schedule of Events:



6:00pm Cocktail Reception with Koto performance by Mrs. Kyoto Okamoto;
Exhibition by Past Presidents and Heads of Schools; Silent Auction
7:00 Ballroom Opens for Seating
7:15 Welcome and Special Diamond Anniversary Program
8:00 Dinner Served
9:00 Entertainment by Rockville Ryukyu Taiko
10:00 Celebration Conclusion

Dress: Black tie optional

Cost: \$75 per person

MENU

First Course: Water Cress, Curly Endive Salad with Ruby and Gold Beets, Toasted Walnuts, Herb-Crusted Goat Cheese, Shallot-Reisling Vinaigrette **Entrée:** Roasted Line-caught Cod with Corn Chowder Sauce, Thyme Roasted Fingerling Potatoes with Fried Parsley **Dessert:** Flourless Chocolate Torte, Dark Chocolate Ganache Glaze, Chantilly cream, Fresh Raspberries, Raspberry Coulis **Beverages:** Champagne and Wine, Coffee and Tea
Additional Menus available for Vegetarian and Gluten Free



CHECKS MUST BE RECEIVED NO LATER THAN June 2, 2017

Cancellations will not be accepted after that date. You will receive notice of receipt.

DIRECTIONS: Check your GPS or visit the Army Navy Country Club website for directions.

Reservation Form

60th Anniversary Diamond Gala June 9, 2017

Name(s) _____

E-mail address/Phone No. _____

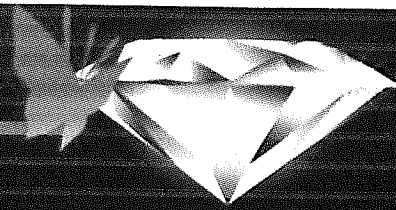
Dinner(s) _____ Vegetarian _____ Gluten free _____

Enclosed check(s) for (\$75 per person): \$ _____

If you wish to sit in a group, please list all the names on the back of this form or attach a separate list. Please send form and check(s) together.

Please make checks payable to: Ikebana International, Washington D.C., Chapter No.1

Mail checks and Reservation Form to: Ursula Kondo, 11741 Morningmist Lane, Columbia, MD 20144-4352



Ikebana International
Washington, D.C. Chapter No.1
Requests the pleasure of your company
at our

60th Anniversary Diamond Gala

Friday, June 9, 2017

6:00 – 10:00 pm

Army Navy Country Club

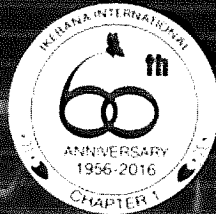
1700 Army Navy Drive
Arlington, VA 22202

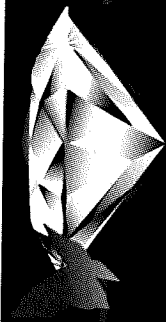
\$75 per person

Entertainment, Exhibition, Dinner
and Silent Auction

Black Tie Optional

For information email: iichapter1@gmail.com





Ikebana International
Washington, D.C. Chapter No.1

60th Anniversary Diamond Gala

Friday, June 9, 2017

6:00 – 10:00 pm

Army Navy Country Club
Arlington, Virginia

*Floating, lighter, you
The silent butterfly speaks
Through flowers, friendship*

Betty Taylor, Grand Master
Ohara School



*A fallen flower
Returning to the branch?
It was a butterfly.*

Montake

MRS KYOKO OKAMOTO

Mrs. Okamoto is founder and music director of the Washington Toho Koto Society since 1971.

She is a graduate of the Kyoto University of Foreign Studies. She was certified as teacher of Koto following completion of her training in the IKUTA School of Koto in Japan.

Mrs Okamoto teaches privately in the Washington Metropolitan area and holds faculty appointments at the University of Maryland College Park, UMBC and George Mason University, Fairfax, VA.

ROCKVILLE RYUKYU TAIKO

"TAIKO" means "Big Drum", and they are very important instruments in Okinawan traditional performing arts and local festivals.

"EISA" is a form of folk dance specific to the Ryukyu Islands of Southern Japan.

It originates from a folk song that was sung several hundreds of years ago.

It fuses taiko drumming with elements of martial arts, dance and both traditional and contemporary music.

Three types of drums may be used in performance.

The odaiko, a large barrel drum.

The shime-daiko, a medium sized drum similar to those used in Noh Theater.

The paramku, a small hand drum similar to those used in Buddhist ceremonies.

The tradition of Eisa in Okinawa is said to have started with Buddhist monks traveling from house to house offering prayers for deceased loved ones. They would chant prayers along with a drum.

The dance style was passed down over centuries by groups of young men (shonen), paying respect to their ancestors each summer during O-Bon by marching through their neighborhoods whilst playing taiko drums.

During Naha's Summer Festival, the 10,000 Eisa Dancers Parade is the main attraction.

SIX DECADES OF FRIENDSHIP THROUGH FLOWERS

Ikebana International Chapter No.1 was organized as the first Chapter of Ikebana International by Founder Ellen Gordon Allen on October 8th 1956. Six decades later, it is still going strong with over 250 current members.

From the beginning, the objective of the Chapter has been "to promote mutual understanding and friendship between countries through Ikebana and other related arts". It has done this through annual public exhibitions of Ikebana, now held at the National Arboretum; sponsorship of Ikebana demonstrations by headmasters and high ranking teachers of various Ikebana schools; and workshops on Ikebana and related subjects for members throughout the metropolitan area. In addition, individual member teachers continue to promote the art of Ikebana within their communities.

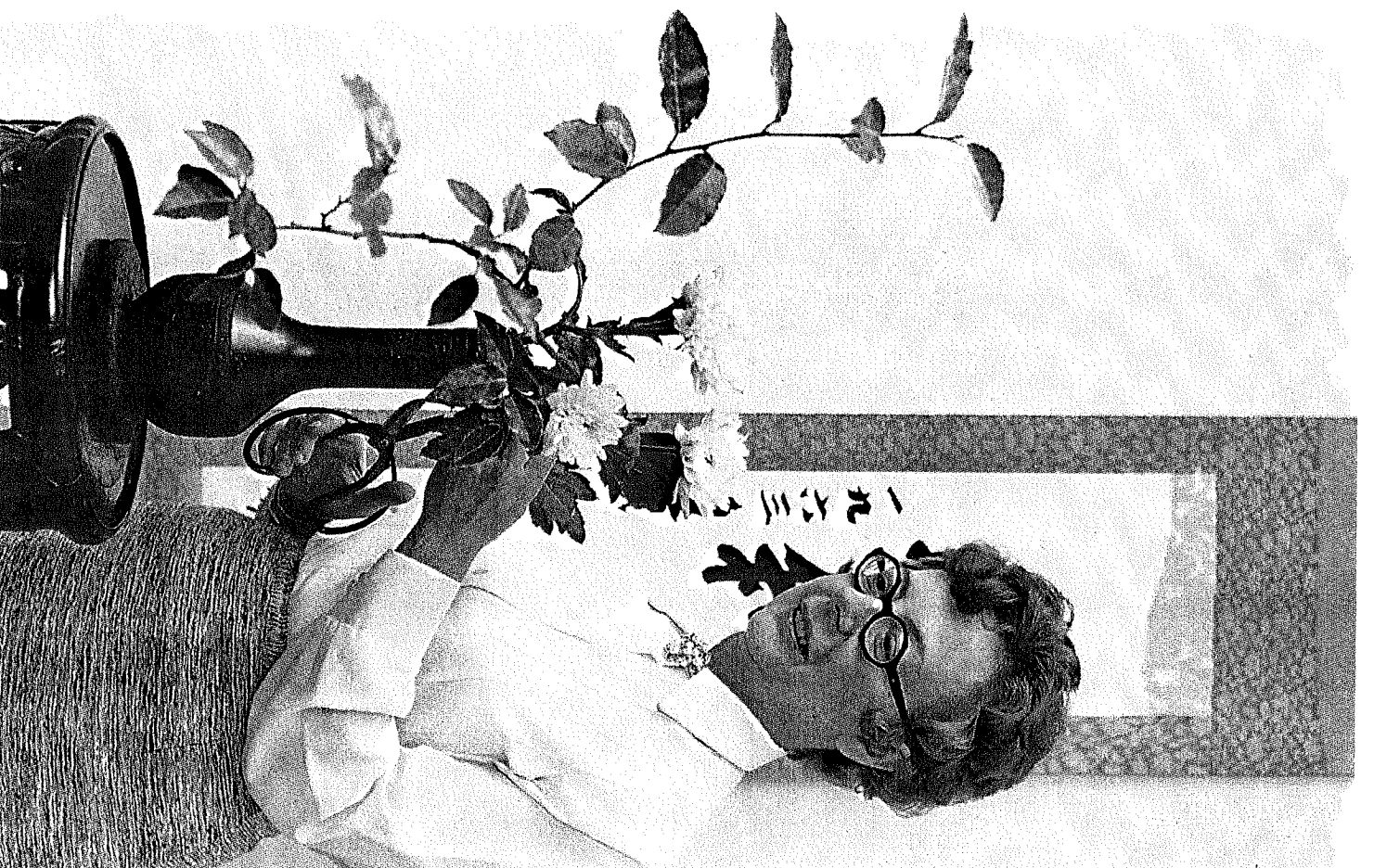
Throughout our history, we have enjoyed the support of the Embassy of Japan and the Japanese Information and Cultural Center in Washington DC, as well as embassies of other countries.

Our Founder referred to us as "The Pioneer Chapter" and charged us to live by our motto "Friendship through Flowers" today, tomorrow and always. We welcome you tonight as you join us in celebrating our 60th Anniversary Year!

Diana Cull
Historian
Chapter No.1

PROGRAM

| | | |
|---------|--|--|
| 6pm | Reception and Silent Auction begins Kato | Kiyoko Okamoto Washington Toho Kato Society |
| 7:00pm | Ballroom doors open | |
| 7:15pm | Welcome Introduction of Past Presidents Introduction of the Board 2017-2018 | Valerie Eccleston Joyce Overholzer |
| | Greetings from the Embassy of Japan | Counsellor Mitsue Morita |
| | Honoring Allie | Bruce Wilson |
| 7:50pm | Invocation | Betty Taylor |
| | Champagne Toast | Bruce Wilson |
| | Video "Essence of Ikebana" | Valerie Eccleston |
| 8:00pm | Dinner | |
| 9:00pm | Silent Auction closes Rockville Ryukyuu Taiko | Sensei, Rood Chin |
| 9:20pm | Speaker | Bruce Wilson |
| 9:30pm | Recognition and thanks | Valerie Eccleston |
| | Silent Auction Winners, Table Centerpieces and Door prizes | Jane Newman |
| 10:00pm | Close | Valerie Eccleston |



HONORING ALLIE MARIE UYEHARA

Allie Marie Uyehara has been a member of Washington, DC, Chapter No. 1 of Ikebana International since 1965, and has had a long, distinguished career promoting Ikebana and Ikebana International (I.I.). While living in Japan in 1955, she began her study of the Sogetsu School and received her first diploma as a *sensei*. She taught Sogetsu Ikebana for over 60 years, and achieved the First Degree Rank of Junin Sonu.

While she was in Tokyo, she was asked by Ellen Gordon Allen, the founder of I.I., to serve as secretary for the organizational meeting for Ikebana International. After leaving Japan in 1956, she was instrumental in founding three Chapters of I.I. in cities in the United States where she lived and taught Ikebana: Chinook, Montana (Chapter #8); Boston, Massachusetts (Chapter #17); and Dayton, Ohio (Chapter No. 33). In addition, while living in Kabul, Afghanistan, she taught Ikebana and organized an exhibition at the Grand Intercontinental Hotel, with the proceeds donated for prosthetics for disabled children.

Mrs. Uyehara also wrote a book, Ten Keys to Modern Japanese Flower Arranging, which was published by Vantage Press in 1975. The themes she distilled in the book are universally relevant and are part of the continuing growth and development of the art of Ikebana.

In addition, she has been very active in Ikebana International and Sogetsu School Branch activities in the Washington, DC, area. She was President of Chapter No. 1 from 1973-1975; Chairman of the I.I. North American Regional Conference held in Washington, DC, in 1976; editor of the Chapter's newsletter from 1999-2003; and Chairman of the Chapter's 50th Anniversary celebration in 2006-2007. She was a member of the Board of Directors continuously from 1972-2014. She has participated in numerous exhibitions in the area, as well as in other cities in the U.S. and at four I.I. North American Regional Conferences. At the 9th I.I. International Convention in 2006, she was invited by Princess Takamado, I.I.'s Honorary President, to attend a small dinner for long-time members, and had the honor of meeting Empress Michiko, the wife of the Emperor of Japan. She also presented a toast at the Convention's Sayonara banquet.

On the celebration of our 60th Anniversary, Washington, DC, Chapter No. 1 is delighted to honor Allie Marie Uyehara for her many accomplishments and dedication to Ikebana International.

MENU

HORS D'OEUVRES

Spinach Feta
Smoked Trout
Truffle Chive Frite

FIRST COURSE

Water Cress and Curly Endive Salad with Ruby and Gold Beets
Toasted Walnuts, Herb-Crusted Goat Cheese and Shallot-Reisling Vinaigrette.

ENTRÉE

Roasted, Line-Caught Cod with Corn Chowder Sauce
Thyme Roasted Fingerling Potatoes and Fried Parsley.
Bread Rolls

DESSERT

Flourless Chocolate Tort with Dark Chocolate Ganache Glaze
Chantilly Cream, Fresh Raspberries
And Raspberry Coulis

CHAMPAGNE

Wycliff, California

WINES

Canyon Road, Pinot Grigio

Canyon Road Cabernet Sauvignon

Coffee and tea

EXHIBITION

| PAST PRESIDENT | SCHOOL | TERM |
|---------------------|---------|-----------|
| Allie Marie Uyehara | Sogetsu | 1973-1975 |
| Betty Taylor | Ohara | 1977-1979 |
| Patricia Painter | Chiko | 1995-1997 |
| Diana Cull | Sogetsu | 2001-2003 |
| Patricia Connors | Ikenobo | 2003-2005 |
| Joyce Overhitzer | Sogetsu | 2005-2007 |
| Jane Redman | Sogetsu | 2007-2009 |
| Jane Newman | Ohara | 2009-2011 |
| Judith Roa | Ichiyo | 2013-2015 |
| Bruce Wilson | Saga | 2015-2017 |

HEADS OF AREA IKEBANA SCHOOLS

Lanua Mai
President, Metropolitan Washington DC Chapter
Of the Ikenobo Ikebana Society.

Helen Aronca
Acting Director, Sogetsu, N. America

valerie Eccleston
President, Ichiyo School of Ikebana
Washington DC Chapter

STAGE ARRANGEMENTS

Diana Cull
valerie Eccleston

Sogetsu

Ichiyo

SPECIAL THANKS TO

Jane and George Newman.
Our sponsors at the
Army Navy Country Club



IKEBANA
INTERNATIONAL

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Chiyoda-ku, Tokyo 102-0052, Japan
ikebana@ikebanahq.org
http://ikebanahq.org
phone +81-3-3293-8188, fax +81-3-3294-2272

December 6, 2016

Mrs. Allie Uyehara
Washington D.C. Chapter #1

Dear Mrs. Allie Uyehara

On the occasion of the 60th anniversary of Washington D.C. Chapter, I would like to send the letter of appreciation for your great work for Ikebana International.

You are one of the founders of Ikebana International and also did the great work for establishing three chapters in the world.

Thanks to you, Ikebana International is highly recognized, and is able to deepen our friendship through Ikebana. I would like to express my great thanks to you.

Sincerely yours,

Junko Katano

Junko Katano
International President
Ikebana International

IKEBANA INTERNATIONAL WASHINGTON, D.C.
CHAPTER NO.1, INC.

Organized October 8, 1956

PAST PRESIDENTS

| | |
|--------------------|-----------|
| Bruce Wilson | 2015-2017 |
| Judith Roa | 2013-2015 |
| Tone Olsen | 2011-2013 |
| Jane Newman | 2009-2011 |
| Jane Redmon | 2007-2009 |
| Joyce Overholtzer | 2005-2007 |
| Patricia Connors | 2003-2005 |
| Diana Cull | 2001-2003 |
| Sheila Advani | 1999-2001 |
| Sachiko Furlan | 1997-1999 |
| Patricia Painter | 1995-1997 |
| Ginnie Berg | 1993-1995 |
| Madge Overly | 1991-1993 |
| Sheila Advani | 1989-1991 |
| Audrey Erickson | 1987-1989 |
| Georgia Hufstedler | 1985-1987 |
| Beverly Harden | 1983-1985 |
| Peggy Jones | 1981-1983 |
| Barbara Buchanan | 1979-1981 |
| Betty Taylor | 1977-1979 |
| Marion Scott | 1975-1977 |
| Allie Uyehara | 1973-1975 |
| Helen Godbey | 1971-1973 |
| Louise McKenzie | 1969-1971 |
| Jane Bour | 1968-1969 |
| Wayne Todd | 1966-1968 |
| Anne Veach | 1964-1966 |
| Lois Devecchio | 1962-1964 |
| Mary Jones | 196-1962 |
| Berna McDowell | 1959-1960 |
| Betty De La Mare | 1958-1959 |
| Medriith Striker | 1956-1958 |

60TH ANNIVERSARY COMMITTEE

| | |
|---|-------------------------------|
| Chair | Valerie Eccleston |
| Diana Cull | Jane Redmon |
| Jane Newman | Judith Roa |
| Elizabeth Biddle | Motoko Shimizu |
| 60TH ANNIVERSARY GALA DINNER | |
| Reservations | Ursula Kondo |
| Nametags | Avis Black |
| Exhibition | Jane Redmon |
| History/Slideshow | Diana Cull |
| Silent Auction | Jane Newman, Elizabeth Biddle |
| Entertainment | Motoko Shimizu |
| Fundraising | Judith Roa |
| Publicity/Graphics | Elizabeth Biddle |
| Hostesses | Darzel Pazz, Jean Rieg |
| Melissa Siegel Ellina Sorokina, Savitri Bach | |
| TABLE CENTERPIECES | |
| Designed by Valerie Eccleston, created by | |
| The Ichigo School of Ikebana, Washington DC Chapter | |
| CHERRY BLOSSOM FAVORS | |
| Created by Mrs Naomi Izumi | |
| 60TH ANNIVERSARY LOGO | |
| Barbara Klementz | |
| SILENT AUCTION | |
| Framed Calligraphy by Cecil Uyehara | |
| Cecil Uyehara Calligraphy donated by Martha Wilder | |
| AIRLINE TICKETS courtesy of: | |
| ALASKA; UNITED AIRLINES; JetBlue; DELTA AIRLINES; | |
| SPIRIT AIRLINES; ALLEGANT; AIR CANADA; FRONTIER; | |
| HAWAIIAN AIRLINES; AMERICAN AIRLINES. | |
| AIRLINE LIAISON, Barry Eccleston | |

On behalf of Ikebana International Chapter No.1, I wish to thank those listed below for their generous contributions to the 60th Anniversary celebrations.

Judith Roa, Fundraising Chair.

PATRONS

Joyce Overholtzer

Judith Roa in honor of Valerie Eccleston.

Arlene Evans in honor of April Adams and Betty Taylor

Valerie Eccleston in memory of Kimi Snyder and Teino Ando

Alexandria Workshop in memory of our past members

Betty Taylor in memory of Ellen Gordon Allen

Vera Uyehara in honor of Allie Marie Uyehara on her 90th birthday

Alan Frampton

Elizabeth Berry in honor of the birth of her first grandson, Ira Lev

Motoko Shimizu

Jean M Rieg

Bruce Wilson in memory of Makoto Iwashita and Hakushu Tsujii

Avis Black

Jill Breen

Jane Newman in memory of Madge Overly, Louise McKenzie and Seiko Behr

And in honor of June McGuire

Jane Bell in honor of my sensei Betty Taylor and in memory of my friend

Mary Ellen Fairbanks

Yoko Sprague

Peggy Jones

Audrey and Duane Erickson in memory of Marion Scott and Jeanne Benson

Jane Redmon in memory of Mary Sugiyama and Madge Overly

Bette Lewis

Mary Cortey in honor of Joyce Overholtzer

Connie Forster in honor of Allie Marie Uyehara and in memory of

Sensei Marion Scott and Martha Giovanelli

Ruth O'Donnell and James Carrico

Sachiko Furtan

Annapolis Area Workshop

Macy Howard in honor of Judith Roa

Victoria Melzer in memory of Kay Wain

Jane Redmon in honor of Allie Marie Uyehara

Diana Cull

Patricia Painter

Jeanne Breen

Susan Kasa

Leith and Yuko Wain in memory of Kay Wain

Ursula Kondo

Babs McClelland in honor of Joyce Overholtzer

Paul McHardy and Arise

Pam Richmond in memory of Marge Silverberg

Judith Roa in memory of Connie Forster

Betty Taylor

Chui Oxante and Wwa Nagarajan

Jim Alexander

Ichijo School, DC Chapter

GARDEN TOUR hosted by Shania Butler

CRAB FEAST hosted by Judith Roa

IKEBANA INTERNATIONAL CHAPTER NO. 1
60TH ANNIVERSARY GRAND EXHIBITION & RECEPTION
SUMMARY REPORT

As the final event in a yearlong celebration of Chapter No. 1's 60th Anniversary, we held a "Grand Exhibition" at the U. S. National Arboretum, which was open to the public October 6-9, 2017. A reception for all Chapter members and guests was also held at the Arboretum on the evening of October 7. The Exhibition was accompanied by four demonstrations of different ikebana schools, with two each on October 8 and 9.

Planning

Diana Cull and Jane Redmon were the Exhibition co-chairs. They initially met with the Arboretum's representative, Kathleen Emerson Dell, to discuss the overall plan and reserve the dates. Subsequently, Diana filled out and submitted the "Request for Facilities Use". Diana also prepared the "Request for serving alcoholic beverages". Subsequently, Diana was contacted by the Arboretum's "Realty Specialist" to sign a "Revocable Permit".

Valerie Eccleston, the overall 60th Anniversary Committee Chair, held a series of committee meetings to plan both the exhibition and reception. Additional meetings with Ms. Emerson Dell were held as needed.

Elizabeth Biddle handled publicity, including printed flyers and internet announcements. Ann Beyreis designed and placed the ad for the "Capitol Gardner". The Chapter paid for a new banner for the Arboretum's fence on New York Avenue.

Exhibition

The exhibition was open to all Chapter members, including both teachers and students. An exhibit entry form was distributed through the Chapter Newsletter as well as through the various schools of ikebana. A total of 78 members participated in the exhibition, representing six ikebana schools (Ichiyo, Ikenobo, Ohara, Sangetsu and Sogetsu). In addition, four ladies from the Japanese Embassy Sogetsu Kai did a group arrangement. Gloria Hege, the staging chair, received and coordinated the entries.

To accommodate the large number of participants, we utilized both the Auditorium and Lobby in the Administration Building, and the Bonsai Museum for placing arrangements. In addition, two large arrangements were placed outdoors.

Unlike the Bonsai Museum, which has built-in counters for the arrangements, the Auditorium presented a challenge for staging. Gloria Hege developed a staging plan that utilized the Arboretum's 6 foot tables along both walls of the Auditorium, and various size cubes/pedestals in the center. (Most of the pedestals were Chapter properties that are stored at the Arboretum, supplemented by some from Chapter members.) Arboretum staff also set up the auditorium stage to hold a large "taiksaku" arrangement. We used the Chapter backdrop system of lightweight poles with sheer curtains behind the pedestals. Additional sheer panels on bamboo poles provided backdrops for the table arrangements.

Arboretum staff were able to prepare the label cards for each arrangement in advance since we did not list the materials (only arranger name, ikebana school, and style of arrangement). Diana supplied the silver card stock, purchased at Paper Source.

All exhibition participants received a certificate of appreciation, with a picture of their arrangement, prepared by Elizabeth Biddle.

See Gloria's Staging Report for more details.

Demonstrations

Ikebana demonstrations were held in the Yoshimura Center of the Bonsai Museum as follows: October 8 at 11 am - Bruce Wilson, Saga School; October 8 at 1:30 pm - Victoria Melzer, Ohara School; October 9 at 11am - Tone Olsen, Sogetsu School; and October 9 at 1:30pm - Valerie Eccleston, Judy Roa, Jan Pedersen and Iryna Korol-Latorre, Ichiyo School. All demonstrations are well-attended. For more details, see Jane Redmon's Demonstrations Report.

Program and Reception

All Chapter members were invited to a Commemorative Program and Reception on Saturday, October 7, beginning at 5pm. Each member was allowed one guest. Invitations were sent to 253 Chapter members; of which 106 RSVP'd they would attend, most with a guest. There were also 28 invited VIPs. Linda Ely was the Reception Chair and also handled the invitations and responses. A total of 240 members and guests were expected, and we had planned for 250. Somewhat fewer than that (210?) were checked in. Checkin took place in the Lobby of the Administration Building.

The commemorative program took place in the Courtyard of the Bonsai Museum and commenced at 5pm. The program included remarks by Chapter No. 1 President, Elizabeth Biddle, Counsellor Mitsue Morita from the Embassy of Japan, Dr. Richard Olsen Director of the U.S. National Arboretum and 60th Anniversary Committee Chair Valerie Eccleston. Entertainment was provided by the Washington Toho Koto Society and the "KimonodeSisters" chorus group. The program ended with a sake toast, with sake donated by Ishishima Sake Brewery (arranged by Linda). Valerie handled the design and printing of the programs.

The reception followed in a tent set up on the North Pavillion of the Administration Building. The tent was rented from Allied Tents and the cost was shared by the National Bonsai Foundation, who held a reception there the evening before. Allied Tents also supplied the platform stage for the program. Diana handled the tent contract.

The caterer Linda selected for the reception was Milloff's, a proven and frequent vendor at the Arboretum. They provided a variety of passed hors d'oeuvres, and food stations with cheese and fruits, and desserts. In addition, Linda purchased assorted sushi from Wegmans. Diana Cull purchased white wine (from Total Wine), and sparkling water and still water (from Costco). Arboretum staff set up the tables and Milloff's provided the table linens and chairs. They also provided trays and ice. Linda purchased plastic barware and napkins. For more details, see Linda's Reception Report.

Hosting

Chapter members served as hosts and hostesses throughout the four days of the Exhibition. Sandy Munnell and Marilyn Wanner served as hosting co-chairs. Since there were two venues with arrangements, it required two sets of hosts each day. Sandy and Marilyn set up a schedule of 2 person shifts with 2 shifts a day per venue. A total of 32 slots needed to be filled plus backups. All were eventually filled, but not without with some difficulty. Elizabeth Biddle provided individualized name tags for the hosts/hostesses.

Each arranger completed an instructions form for hostesses, which also included a list of their materials in case people asked. Two teams verified the spelling of materials. The hostess supply box from prior years could not be located so new supplies had to be obtained.

For more details, see Sandy and Marilyn's Hostess Reports.

Expenses

Awaiting report from Chapter Treasurer.



Ikebana International, Washington, D.C., Chapter No. 1
60th Anniversary Founder's Day

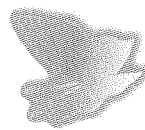
Grand Exhibition

Member Reception

October 7, 2017

4:30 - 7:30 pm

U.S. National Arboretum



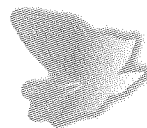
Floating...hither, yon
The silent butterfly speaks
Through flowers, friendship

Betty Taylor, Grand Master
Ohara School



Sharing tree shade
with a butterfly
friends in a previous life

Matuso Basho



THE WASHINGTON TOHO KOTO SOCIETY

SIX DECADES OF FRIENDSHIP THROUGH FLOWERS

Ikebana International Chapter No. 1 was organized as the first Chapter of Ikebana International by Founder Ellen Gordon Allen on October 8th 1956. Six decades later, it is still going strong with over 250 current members.

From the beginning, the objective of the Chapter has been "to promote mutual understanding and friendship between countries through Ikebana and other related arts". It has done this through annual public exhibitions of Ikebana, now held at the National Arboretum; sponsorship of various demonstrations by headmasters and high ranking teachers of various Ikebana schools; and workshops on Ikebana and related subjects for members throughout the metropolitan area. In addition, individual member teachers continue to promote the art of Ikebana within their communities.

Throughout our history, we have enjoyed the support of the Embassy of Japan and the Japanese Information and Cultural Center in Washington DC, as well as embassies of other countries.

Our Founder referred to us as "The Pioneer Chapter" and charged us to live by our motto "Friendship through Flowers" today, tomorrow and always. We welcome you today as you join us in celebrating our 60th Anniversary year!

Diana Cull
Historian
Chapter No.1

The Washington Toho Koto Society is a group of about 100 players and friends.

It was organized in 1971 by Kyoko Okamoto to promote understanding and appreciation of Japanese Koto music.

Under the directorship of Mrs Okamoto, the Society has gained steady recognition. It has been invited to participate in many national and community events such as the opening of the National Cherry Blossom Festival, where the Society has provided musical entertainment each year, for many years.

We are delighted to have Tamanaha Izumi and Leina Maeda performing for us today.

KIMONODESisters

It is such a pleasure to have Soprano Eriko Murray and Friends entertaining us today. Sincere gratitude to you all from Ikebana International Chapter #1.

IKEBANA INTERNATIONAL, WASHINGTON DC. CHAPTER #1

Extends sincere gratitude to;
The U.S. National Arboretum Staff and administration;
Friends of the National Arboretum;
Ellen Gordon Allen, our Founder;
Our Teachers and Past Presidents;
All Chapter #1 Members, Past and Present.

IKEBANA INTERNATIONAL WASHINGTON, D.C. **CHAPTER NO.1, INC.**

Organized October 8, 1956

PAST PRESIDENTS

| | |
|--------------------|-----------|
| Bruce Wilson | 2015-2017 |
| Judith Roa | 2013-2015 |
| Tone Olsen | 2011-2013 |
| Jane Newman | 2009-2011 |
| Jane Redmon | 2007-2009 |
| Joyce Overholtzer | 2005-2007 |
| Patricia Connors | 2003-2005 |
| Diana Cull | 2001-2003 |
| Sheila Advani | 1999-2001 |
| Sachiko Furlan | 1997-1999 |
| Patricia Painter | 1995-1997 |
| Ginnie Berg | 1993-1995 |
| Madge Overly | 1991-1993 |
| Sheila Advani | 1989-1991 |
| Audrey Erickson | 1987-1989 |
| Georgia Hufstedler | 1985-1987 |
| Beverly Harden | 1983-1985 |
| Peggy Jones | 1981-1983 |
| Barbara Buchanan | 1979-1981 |
| Betty Taylor | 1977-1979 |
| Marion Scott | 1975-1977 |
| Allie Uyehara | 1973-1975 |
| Helen Godbey | 1971-1973 |
| Louise McKenzie | 1969-1971 |
| Jane Bour | 1968-1969 |
| Wayne Todd | 1966-1968 |
| Anne veach | 1964-1966 |
| Lois DeVecchio | 1962-1964 |
| Mary Jones | 196-1962 |
| Berna McDowell | 1959-1960 |
| Betty DE La Mare | 1958-1959 |
| Medrith Striker | 1956-1958 |



PROGRAM

4:30pm Registration

Washington Toho Koto Society Tamanah Izumi, Leina Maeda

5:00pm Welcome

Elizabeth Biddle,
President, Ikebana International
Washington, D.C., Chapter No.1

Counselor Mitsue Morita

Embassy of Japan

Dr. Richard Olsen

Director
The U.S. National Arboretum

Entertainment

KIMONODESisters

Eriko Murray (soprano)
Ayala Albert, Hiroko Deegan, Akemi Herrick,
Grace Moore, Chiharu Rust, Kay Takeyasu,
Kiemi Langlois(piano accompanist),
Kyoko Baden (Stage Manager)

Music Selection

Oboro-zukiyo (Hazy Moon)

Medley of traditional children's songs (warabenta);
Zuizui Zukkrobashi; Tooryanse; Antagata Dokosa;

Furusato (hometown)

Un bel di Vedremo from Madama Butterfly

Recognition and thanks

Valerie Eccleston, Chair,
I.I. Chapter No.1, 60th Anniversary Committee

5:30pm

Sake Toast

Elizabeth Biddle, et.al,

RECEPTION COMMENCES

Victoria Melzer In memory of Kay Wain

Jane Redmon in honor of Allie Marie Uyehara

Diana Cull

Patricia Painter

Jeanne Breen

Susan Kasa

Leith and Yuko Wain in memory of Kay Wain

Ursula Kondo

Babs McClenden in honor of Joyce Overholtzer

Paul McLardy and Arise

Pam Richmond in memory of Marge Silverberg

Judith Roa in memory of Connie Forster

Betty Taylor

Gini Quante and Uma Nagarajan

Jim Alexander

Ichijo School, DC Chapter

Sogetsu School Chapter

Ohara School

Bruce Wilson

In Memory of Marge Silverberg, the following;

Alexandria Area Workshop and

Diana Cull, Diana Mancini, Linda Ely, Marjory Bauman, Marilyn Wanner

Valerie Eccleston in loving memory of Jane Bell

Daiva Balkus

Marjorie Bauman

Avis Black

Jan Chappelle

Linda Ely

Claudia Madigan

Noel Sengel

Del Levy

Barbara Walezyskowski

Marilyn Wanner

GARDEN TOUR hosted by Shahla Butler

CRAB FEAST hosted by Judith Roa

On behalf of Ikebana International Chapter No.1, I wish to thank those Listed below for their generous contributions to the 60th Anniversary celebrations.

Judith Roa, Fundraising Chair.

PATRONS

- Joyce Overholtzer
- Judith Roa in honor of Valerie Eccleston
- Arlene Evans in honor of April Adams and Betty Taylor
- Valerie Eccleston in memory of Kimi Snyder and Teiho Ando
- Alexandria Workshop in memory of our past members
 - Betty Taylor in memory of Ellen Gordon Allen
- Vera Uyehara in honor of Allie Marie Uyehara on her 90th birthday
 - Alan Frampton
- Elizabeth Berry in honor of the birth of her first grandson, Ira lev
 - Motoko Shimizu
 - Jean M Rieg
- Bruce Wilson in memory of Makoto Iwashita and Hakushu Tsujii
 - Avis Black
 - Jill Breen
- Jane Newman in memory of Madge Overly, Louise McKenzie and Seiko Behr
 - And in honor of June McGuire
- Jane Bell in honor of my sensei Betty Taylor and in memory of my friend
 - Mary Ellen Fairbanks
 - Yoko Sprague
 - Peggy Jones
- Audrey and Duane Erickson in memory of Marion Scott and Jeanne Benson
- Jane Redmon in memory of Mary Sugiyama and Madge Overly
 - BettY Lewis
- Mary Corley in honor of Joyce Overholtzer
- Connie Forster in honor of Allie Marie Uyehara and in memory of
 - Sensei Marion Scott and Martha Giovanelli
 - Ruth O'Donnell and James Carrico
 - Sachiko Furlan
 - Annapolis Area Workshop
 - Macy Hovland in honor of Judith Roa

MENU

PASSED HORS D'OEUVRES

- Ahi Tuna bites on Wonton crisp with wasabi cream
- Shrimp Tempura; Chicken and lemongrass Pot Stickers
- Tenderloin on Crouton with horseradish cream
- Maui Shrimp Chopstick Spring Roll with chili paste, coconut milk and cilantro
- Vegetable Spring Rolls with sweet chili sauce
- Spinach Florentine in Filo
- Yakitori Chicken with sesame ginger sauce

PASSED SUSHI ASSORTMENT

- California rolls; Spicy Tuna rolls; Shrimp California rolls
- Spicy lump crab rolls; Shrimp tempura rolls; Avocado cucumber rolls
- Assorted Nigiri; Raw and cooked veggie rolls; Coconut shrimp
- Rainbow rolls; Avocado spicy garlic Albacore rolls
- Salmon and cucumber rolls.

FOOD STATIONS

- Display of fresh and dried fruits and nuts and assorted cheeses, Flat breads and crackers.
- &
- Dessert display with mini pastries.

**Sake for the Anniversary Toast provided through the generosity of;
ICHISHIMA SAKE BREWERY, NIGATA, JAPAN**

&

MICHAEL JOHN SIMKIN of MJS SAKE , USA

**CATERING PROVIDED BY
MILLOFFS CATERERS**

60TH ANNIVERSARY COMMITTEE

Valerie Eccleston, Chair
Elizabeth Biddle Diana Cull
Jane Newman Jane Redmon
Judith Roa Motoko Shimizu

60TH ANNIVERSARY GRAND EXHIBITION AND RECEPTION

Co- Chairs Diana Cull, Jane Redmon
National Arboretum Liaison Kathleen Emerson-Dell
Staging Gloria Hege
Reception & Reservations Linda Ely
Nametags/Registration Jean Rieg, Melissa Siegel, Savitri Bach
History/Slideshow Diana Cull
Fundraising Judith Roa
Publicity/Graphics Elizabeth Biddle
Hostess Committee Marilyn Wanner, Sandy Munnell

EXHIBITION HOSTESSES

Mary Ellen Alden, Anne Alexander, Carla Amerau, Barbara Archey,
SavitriBach, Daiva Balkus, Marjorie Bauman, Elizabeth Berry, Avis Black
Duffy Boyd, Jan Chappelle, Julie Cimino, Judy Daniel, Ellen Dutka,
Macy Hovland, Ursula Kondo, Bette Lewis, Kiki McGrath,
Victoria Meltzer, Sandy Munnell, Mitsuko Otani, Joyce Overholtzer,
Darzell Paz, Jean Rieg, Judy Roa, Marcia Siegert, Motoko Shimizu,
Ellina Sorokina, Pat Stocks, Sylvia Tetrault, Fran Vall, Marilyn Wanner

CHERRY BLOSSOM CORSAGES

Created by Mrs.Naomi Izumi

PHOTOGRAPHERS

Sylvia Lu; Vladimir Dorian

60TH ANNIVERSARY LOGO

Barbara Klementz

60th ANNIVERSARY GRAND EXHIBITION

EXHIBITORS

| | | | |
|--------------------|------------------|-------------------|-----------------------|
| Sheila Advani | Mary Ellen Alden | Carla Amerau | Bev Andrews |
| Helena Arouca | Savitri Bach | Davia Balkus | Marjorie Bauman |
| Elizabeth Berry | Elizabeth Biddle | Avis Black | Duffy Boyd |
| Jill Breen | Patricia Connors | Mary Corley | Diana Cull |
| Judith Daniel | Thanh-ha Dang | Nida Davis | Maria Dinger |
| Maria Dorian | Mariana Durbin | Supriya Dutt | Valerie Eccleston |
| Barbara Elkus | Linda Ely | Ana Maria Estevez | Robert Fisher |
| Sachiko Furlan | Holly Green | Diana Hart-Smith | Gloria Hege |
| Cathy Houston | Macy Hovland | Rosalie Ingenito | Jane Irwin |
| Susan Kasa | Linda Kolosky | Yoshie Kurose | Iryna Latorre |
| Bette Lewis | Noreen Linnemann | Lanna Mai | Judi McKay |
| Victoria Meltzer | Yukari Mire | Uma Nagarajan | Ruth O'Donnell |
| Tone Olsen | Mitsuko Otani | Joyce Overholtzer | Darzell Paz |
| Jan Pederson | Kyoko Petersen | Sandi Piccirillo | Jeanne Reardon |
| Jane Redmon | Jean Rieg | Judy Roa | Susan Rudy |
| Mary Jane Sasser | Motoko Shimizu | Valeria Shishkin | Marcia Siegert |
| Susan Sikorski | Natalia Skinner | Debbie Slifer | Claire Spencer Spears |
| Yoko Sprague | Sharene Tan-Lee | Betty Taylor | Sylvia Tetrault |
| Kiyoko Uyeda | Fran Vall | Jeanne Waterman | Bruce Wilson |
| Tadaharu Yamashita | | | |

PLANT MATERIALS IDENTIFICATION

Rosalie Ingenito, Carla Amerau, Mary Ellen Alden, Noreen Linnemann



IKEBANA INTERNATIONAL
WASHINGTON, DC CHAPTER NO. 1

Cordially invites you and a guest

To our

60th Anniversary

Program and Exhibition

United States National Arboretum

National Bonsai and Penjing Museum

On

Saturday, October 7, 2017

At

4:30 pm

Followed by

A Wine and Sake Reception

Hors d'oeuvres, Sushi and Dessert

Administration Building

Please use entrance at

2400 R Street NE

Washington, DC 20002



IKEBANA INTERNATIONAL

WASHINGTON, DC CHAPTER NO. 1

RSVP required by September 19, 2017 if attending.

_____ I will attend

Member Name:

_____ I will bring a guest

Guest Name:

Register Report - All Dates:3
7/1/2007 through 12/3/2017

Page 1

12/3/2017

| Date | Num | Description | Memo | Clr | Amount |
|------------------------------------|------|--------------------------|--------------------------------|-----|-------------------|
| | | | | | -2,714.30 |
| Allied Party Rentals | | | | | |
| 9/8/2017 | 1947 | Allied Party Rentals | reception tent | R | -1,282.15 |
| 10/19/2017 | 1980 | Allied Party Rentals | tent 2nd half of payment | R | -1,432.15 |
| | | | | | -318.76 |
| Bob's Printing | | | | | |
| 11/16/2017 | 1995 | Bob's Printing | invitations to reception | | -318.76 |
| | | | | | -150.00 |
| Bruce Wilson | | | | | |
| 11/16/2017 | 1994 | Bruce Wilson | exhibition domonstration | R | -150.00 |
| | | | | | -382.98 |
| Diana Cull | | | | | |
| 10/26/2017 | 1987 | Diana Cull | Reception drinks | R | -382.98 |
| | | | | | -119.61 |
| Elizabeth Biddle | | | | | |
| 10/19/2017 | 1982 | S Elizabeth Biddle | misc printing | R | -68.62 |
| | | | | R | -50.99 |
| | | | | | -501.62 |
| Gloria Hege | | | | | |
| 10/26/2017 | 1988 | Gloria Hege | staging | R | -501.62 |
| | | | | | -125.23 |
| Linda Ely | | | | | |
| 8/15/2017 | 1944 | Linda Ely | Invitations to reception | R | -125.23 |
| | | | | | -8,552.50 |
| Milloff's Catering | | | | | |
| 10/3/2017 | 1968 | Milloff's Catering | reception for 60th rxhibit | R | -3,245.00 |
| 10/16/2017 | 1971 | Milloff's Catering | reception | R | -5,910.50 |
| 11/22/2017 | DEP | Milloff's Catering | reception, overpayment | R | 603.00 |
| | | | | | -770.00 |
| Naomi Izumi | | | | | |
| 10/16/2017 | 1972 | Naomi Izumi | reception | R | -770.00 |
| | | | | | 421.25 |
| NATIONAL BONSAI | | | | | |
| 12/3/2017 | DEP | NATIONAL BONSAI | Portion of plant rental | | 421.25 |
| | | | | | 0.00 |
| Palace Flowers | | | | | |
| 10/3/2017 | 1970 | Palace Flowers | plants for reception | R | -421.25 |
| 11/28/2017 | DEP | S Palace Flowers | | R | 421.25 |
| | | | | | -88.68 |
| Sandra Munnell | | | | | |
| 10/21/2017 | 1986 | Sandra Munnell | EXHIBIT, hostess supplies | R | -88.68 |
| | | | | | -150.00 |
| Tone Olsen | | | | | |
| 11/16/2017 | 1991 | Tone Olsen | exhibition demonstration | R | -150.00 |
| | | | | | -1,559.24 |
| Valerie Eccleston | | | | | |
| 10/19/2017 | 1981 | S Valerie Eccleston | reception plants | R | -842.50 |
| | | | programs | R | -566.74 |
| 11/16/2017 | 1993 | S Valerie Eccleston | exhibition demonstration | | -150.00 |
| | | | | | -150.00 |
| Victoria Melzer | | | | | |
| 11/16/2017 | 1992 | Victoria Melzer | exhibition domonstration | | -150.00 |
| | | | | | -250.00 |
| Vladimir Grabluge-Dorian | | | | | |
| 10/16/2017 | 1975 | Vladimir Grabluge-Dorian | 60th photographer | R | -250.00 |
| | | | | | 119.61 |
| Void Check 1982 | | | | | |
| 11/5/2017 | ADJ | S Void Check 1982 | | R | 68.62 |
| | | | | R | 50.99 |
| | | | | | -250.00 |
| Washinton Toho Koto Society | | | | | |
| 10/16/2017 | 1973 | Washinton Toho Koto S... | 60th anniversary exhibition... | R | -250.00 |
| | | | | | -15,542.06 |
| | | | OVERALL TOTAL | | |

+ 844.00 (Linda)

Ikebana International
Washington, DC Chapter No. 1
60th Anniversary
Reception 10-07-17 RECAP

Invitations and mailing: \$453.79

- ❖ **Invitations, Envelopes, Response Cards and Printed Response Envelopes**
300 - \$318.76 (Bob's Printing, Alexandria, VA)
- ❖ **Stamps - \$135.03** (USPS)

Catering, Food, Beverages and Sundries: \$10,259.67

- ❖ **Caterer and Food for 250 guests - \$9,052.50** (Milloff's Catering)
- ❖ **Sushi for 250 guests - \$697.00** (Wegman's)
- ❖ **Beverages - \$382.98** (Total Beverage, Costco)
- ❖ **Sundries (Beverage Napkins & Plastic Barware) - \$127.19** (Dollar Tree)

Sake for the opening toast for 250 guests was donated by MJS Sake, value \$750.

Entertainment for the opening ceremonies was provided at no cost by performers affiliated with the Washington Tokyo Women's Club, value \$1500.

Total Cost for Reception: \$10,713.46

Invitations sent to members – 253

Responses received from members – 125
(106 acceptances, 19 regrets)

Response cards indicated that a reply was only required if the member was planning to attend the reception and if bringing a guest, the guest's name.

Other invitees include: Arboretum (5), Japanese Embassy (6), WTWC (3), Koto Players (5), Performers (9). Total – 28

21 responders indicated they would attend without a guest.

Some members and VIPS brought more than one guest.

II 60th Anniversary Reception -National Arboretum
Saturday, October 7, 2017
4:30pm – 7:30 pm

60 - Responses received through 09/09/17

116 - Attendance Count as of 09/09/17

Food and miscellaneous cost estimates are based upon a projected attendance of 250 guests.

- ❖ Sushi needs to be ordered 3 weeks prior to event.
- ❖ Final count to caterer is due Monday, October 2, 2017 with a 50% deposit. (A \$500 deposit was paid on June 17, 2017 to lock-in the 10/07/17 reception date.) Balance of payment is due by 10/17/17.

Recap of cost estimates of food and beverage accessories as of 09-10-17:

❖ **Milloffs Caterers** **\$9052.50**

MENU: 8 assorted passed hors d'oeuvres (Ahi tuna bites on Wonton crisp with Wasabe cream; Shrimp tempura; Chicken and lemongrass pot stickers; Tenderloin on crouton with horseradish cream; Maui shrimp chopstick shape spring roll with chili paste, coconut milk and cilantro; Vegetable spring rolls with sweet chili sauce; Spinach Florentine in Filo; Yakitori chicken with sesame ginger sauce) and Two food stations: multi level display of fresh and dried fruits and nuts and assorted cheeses, flat breads and crackers, assorted mini pastries and dessert display.*

Estimate is based on 8.4 bites of food per person.

Milloffs will pass sushi purchased and provided by II, will stock the bars with beverages and bar supplies provided by II, will serve the beverages and will serve the sake for the opening toast (at no additional charge).

❖ **Wegmans Sushi** **\$727.60**

SUSHI ASSORTMENT: California rolls; Spicy tuna rolls; Shrimp California rolls; Spicy lump crab rolls; Shrimp tempura rolls; Avocado cucumber rolls; Assorted Nigiri; Raw and cooked veggie rolls; Coconut shrimp; Shrimp tempura; Rainbow rolls; California rolls, Spicy tuna rolls, Avocado spicy garlic Albacore rolls, and Salmon and cucumber rolls.

Estimate is based on 3.2 pieces per person.

Linda will pick-up the sushi trays from Wegman's on Saturday afternoon 10/07 and transport them in insulated cooler bags with ice packs and deliver them to the Arboretum refrigerators for storage before serving.

MISCELLANEOUS:

❖ **Plastic Barware and Beverage Napkins** **\$120.00**

To be purchased at the Dollar Tree. Estimate of 2 pcs per guest for barware and napkins.

Food and Serving Supplies Estimated Total Cost: \$9,900.10

*Food stations to be placed in the tented reception area as per Valerie's request. A serving bar will be set-up in the admin building using the welcome desk and another bar will be set-up in the tented reception area outside. Milloffs is providing ice.

Exhibit Opening Ceremony

- ❖ **15 Minute Program for Opening Ceremony:** Traditional Japanese songs that fit to early autumn months (see below) and one song by soprano Eriko Murray, aria from Madama Butterfly "Un bel di Vedremo" that she performed at the Kennedy Center in August. All performers will wear kimono.

Songs to be performed:

Medley of traditional children songs (warabeuta/わらべうた)

Zuizui Zukkorobashi (ずいずいずつころばし)

Tooryanse (通りやんせ)

Antagata Dokosa (あんたがたどこさ)

Sato no Aki (里の秋)autumn)

Furusato (ふるさと)(hometown)

Un bel di Vedremo from Madama Butterfly

Performers: (9 plus 1 guest each = 18)

Eriko Murray (soprano vocalist)

Kyoko Baden (stage manager)

Ayala Albert

Hiroko Deegan

Akemi Herrick

Grace Moore

Chiharu Rust

Kay Takeyasu

Kiemi Langlois (piano accompanist)

- ❖ What information is needed for the program about them and their performance?
- ❖ Performers would like to know the size of the stage or area where they will perform and they will need access to a plug for their electric piano/organ.

- ❖ **Complementary Sake for toast:** One case (six 1.8 liter bottles, 360 ounces) of **Ichishima Tokubetsu Honjozo Sake** to be provided by **Michael J. Simkin** of MJS Sake. Value: \$360. Details of delivery still being worked out and awaiting information for program credit. (1 ounce pours for 250 guests)
Sake toast will be passed by Milloffs Caterers.

Invitations, reply cards and stamps: **\$565.23**

- ❖ 250 Invitations and Reply Cards were ordered from Bob's Printing in Alexandria with an estimated cost of \$440.00.

As of 09/10/17 no invoice has been received.

Invitations were mailed on August 14, 2017. The first response was received on 08/21/17.

- ❖ 21 Sheets (252) of Forever Friendship Stamps were purchased from USPS @\$125.23. The mailing committee used 250. LEly used two for mailing to a new member Jennie Herre, and Alicia Hefentreger.

II Treasurer, Mary Corley, has reimbursed me for the stamps.

STAGING REPORT
60th Anniversary summary

In the auditorium we used *for Ichiyo + Sogetsu Schools*
6 tables (6'x30"x30"h) on the left side

5 tables on the right side

Each 6 foot table had 2 designers so room for 22

8 double tables were used covered with black cloths

3 single tables were used covered with white cloths

On the walls we used 2 sheer panels mounted on 7 ft bamboo polls.

These were wired to hooks that fit into the pegboard on the walls of the auditorium.

The bamboo polls were mounted at 7 ft and 8 feet alternating down the walls.

In the center of the room diagonally from near the door to the rear exit were 2, 10 ft pipe and drape.

Each had 7 sheer panels similar to the ones used on the walls.

Two 8 foot pipe and drape were put across making an X with a square space left in the center for a low pedestal.

Each had 5 sheer panels.

We had 20 designers on pedestals of varying sizes with two floor pedestals and one large design on four sections of the stage and another on two low tables in the lobby.

The pedestals were painted black and white.

We had two outdoor arrangements, one on the patio to the left of the administration building and one outside the bonsai museum.

There was a flower cart in the lobby designed by Sogetsu students of Sachiko Furlan from the Japanese Embassy. *with shoji screen behind it.*

23 single designs and the 3-person design

The Bonsai museum housed 30 designers from the Saga, Ikenobo, Sangetsu and Ohara Schools, *plus 1 forgotten inside & 1 outside.*

Twenty-six were on the counters in the museum.

There was one in the scholar's studio, one on a double pedestal in the lobby, one on the President's pedestal and one in the Tokonoma.

We spent \$501.62 total

We purchased 35 panels of Mainstays Marjorie white from Walmart for \$235.85

Paint and drop cloths \$172.31

Rollers trays and holders \$57.49

3 white poly banquet tablecloths \$35.97

We used 7 people for set up

4 for take down and we had helpers for unloading flowers at the auditorium and at the museum

table
* The black cloths were ^{I.I. properties} (donated by Joyce Overholtzer)
Most of the pedestals are I.I. properties that are stored at the Arboretum;

EMBASSY
SOGETSU KAI
FLOWER CART

ICHIYO
(IRINA)
VALERIES LOW TABLE

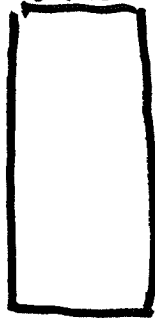
LOBBY

SOGETSU
TAISAKU
(ADVANCE)

TERRAZE

SOGETSU
TAISAKU
(STANLEY)

white



Jane Redmon

Noreen
Linneman

Bette
Lewis

Valerie Eccleston

BLACK

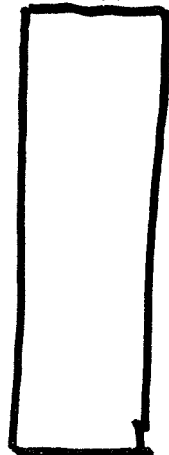


Yoko
Sprague

Jane
Irwin

Jean
Waterman

BLACK



Linda
Kolosky

Macy
Haviland

Diana
Hart-Smith

Linda
Ely

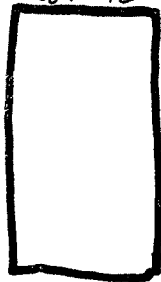
WHITE



Natalie
Skinner

Marjorie
Bauman

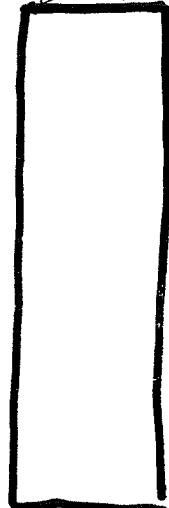
WHITE



Nida Davis

Judith Daniel

BLACK



Savitri Bach

Avis Black

Marcia Siebert

Daiva Balkus

Doose

BLACK



Susan
Rudy

Maria
Dorian

Darzell
Paz

Judy
McKay

$$\boxed{36 \times 36 \times 4}$$

14



Black 18

$$\begin{array}{r} 18 \times 18 \\ 18 \end{array}$$

24

Black

20



white
18x

24

10

white

 $\times 30'$

white
24x24

while

24x24
30

BLK
24

33

black

white

$$18 \times 18 \times 14$$

18

36 x
f
white

Write

$$\begin{array}{r} 24 \times 24 \\ \times 24 \\ \hline \end{array}$$

x 8

10

5x

white

BK

HOSTESS 6' x 15"

IKENOBO

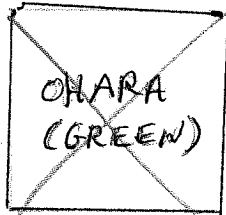
SANGETSU

CHIKO

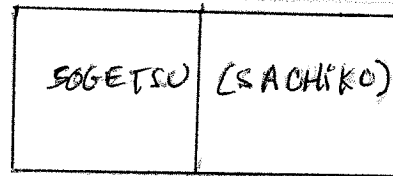
SAGA

IKENOBO

OHARA



36x36x4

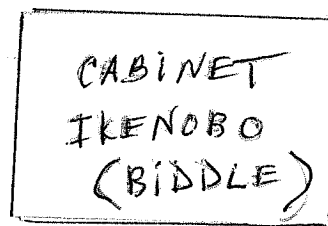


24x24x30 24x24x30

SCHOLARS
STUDY
OHARA (TAYLOR)

TOKONOMA
IKENOBO
(MAI)

ENTRANCE



SOGETSU (CULL)
TAISAKU

BONSAI MUSEUM

| | | | | | | |
|-------------|-------|----------------------------|-------------|--------------|---------------|---------------|
| Kyoko Oyeda | Otani | Fran Vall Than-Ha Darig | Holly Green | Supriya Dutt | Oma Nagarajan | Victor Meitze |
|-------------|-------|----------------------------|-------------|--------------|---------------|---------------|

| | | | | | | | | |
|------------------|-------------|-----------------|-----------------|------------------|----------------|--------------|--------------------|---------------|
| Sandi Piccinillo | Yukari Mire | Sherene Tan-Lee | Elizabeth Berry | Valeria Shishkin | Kyoko Petersen | Maria Dingel | Tadaharu Yamashita | Barbara Elkus |
|------------------|-------------|-----------------|-----------------|------------------|----------------|--------------|--------------------|---------------|

Bonsai

| | | | | | | | |
|---------------|------------------|---------------|-----------|------------|--------------|---------------|------------------|
| Mariana Dubin | Mary Jane Sussey | Helena Arouca | Jean Aleg | Susan Kasa | Bruce Wilson | Robert Fisher | Ana Maria Estvez |
|---------------|------------------|---------------|-----------|------------|--------------|---------------|------------------|

54
55

IKEBANA INTERNATIONAL CHAPTER 1, WASHINGTON, DC
60TH ANNIVERSARY EXHIBITION – OCTOBER 5-9, 2017

REQUEST FOR EXHIBITION SPACE

Identification

Name(s): _____

Address: _____

email: _____

I. I. Chapter: _____

Ikebana School: _____

Arrangement

___ Individual or ___ group:

Style (e.g. rikka, shoka, landscape, freestyle, etc.) _____

Display area preferred Width of space desired (in inches)

___ Counter or table top _____ (usual is 30" or 36")

___ Cube/pedestal _____ (12, 15, 16, 18, 20, 22, 24, 36")

___ Floor _____

___ Other, specify _____

Note: Ikebana arrangements will be displayed in both the Bonsai Museum and Administration Building of the U. S. National Arboretum, New York and Bladensburg Avenues, N.E. Washington, DC.

Every effort will be made to match your requirements with the spaces available; however, some adjustments may be made at the discretion of the exhibition committee. You will be notified of your final placement and space specifications by September 1, 2017. Installation will be on October 5, 2017.

Please return this request form by July 15, 2017 to: Gloria Hege
2702 Abilene Drive, Chevy Chase, MD20815-3051 gloria.hege@gmail.com

| Name | School | Style | space | location | placement |
|--------------------|------------|-------------------|----------------|----------|-----------|
| Advani, Sheila | Sogetsu | Freestyle | any | | out doors |
| Alden, Mary Ellen | Sogetsu | Freestyle | pedestal | | P |
| Amerau, Carla | Sogetsu | Freestyle | pedestal | | P |
| Andrews, Bev | Sogetsu | Freestyle | pedestal | | P |
| Arouca, Helena | Sangetsu | Freestyle | counter | | Bonsai |
| Bach, Savitri | Sogetsu | Freestyle | | | T |
| Balkus, Daiva | Sogetsu | Freestyle | | | T |
| Bauman, Marjorie | Sogetsu | Freestyle | counter | | T |
| Berry, Elizabeth | Ikenobo | Rikka Shimpukai | counter | | Bonsai |
| Biddle, Elizabeth | Ikenobo | Shoka San-shu Ike | pres. Pedestal | | Bonsai |
| Black, Avis | Sogetsu | Freestyle | counter | | T |
| Boyd, Duffy | Ichijo | Freestyle | counter | | P |
| Breen, Jill | Sogetsu | Freestyle | counter | | P |
| Conners, Patrica | Ikenobo | group Freestyle | | | Bonsai |
| Corley, Mary | Sogetsu | Freestyle | pedestal | | P |
| Cull, Diana | Sogetsu | Taisaku | outdoor | | outdoor |
| Daniel, Judith | Sogetsu | Freestyle | counter | | Bonsai |
| Dang, Thanh-Ha | Ikenobo | group Freestyle | | | T |
| Davis, Nida | Sogetsu | Slanting | counter | | T |
| Dinger, Maria | Ikenobo | Shoka Shofu | | | Bonsai |
| Dorian, Maria | Ichijo | Freestyle | counter | | P |
| Durbin, Mariana | Ikenobo | Nishuike Shofutai | counter | | Bonsai |
| Dutt, Supriya | Ohara | Rimpa | counter | | Bonsai |
| Eccleston, Valerie | Ichijo | Taisaku | stage | | Stage |
| Elkus, Barbara | Ikenobo | Shoka | counter | | Bonsai |
| Ely, Linda | Sogetsu | Freestyle | counter | | T |
| Estevez, Ana Maria | Saga Goryu | Seika | | | Bonsai |
| Fisher, Robert | Saga Goryu | Seika | counter | | Bonsai |
| Furlan, Sachiko | Sogetsu | Freestyle | pedestal lobby | | Bonsai |
| Green, Holly | Ohara | Hana Mai | pedestal lobby | | Bonsai |

| | | | | | | |
|--------------------------------|------------|-----------------|--|-----------|--|--------------|
| Hart-Smith, Diana | Sogetsu | Freestyle | | counter | | T |
| Hege, Gloria | Sogetsu | Freestyle | | pedestal | | P |
| Houston, Cathy | Sogetsu | Freestyle | | pedestal | | P |
| Hovland, Macy (<i>Helén</i>) | Ichijo | Freestyle | | counter | | T |
| Ingenito, Rosalie | Sogetsu | Freestyle | | pedestal | | P |
| Irwin, Jane | Sogetsu | Freestyle | | pedestal | | P |
| Kasa, Susan | Saga Goryu | Seika | | counter | | Bonsai |
| Kolosky, Linda | Sogetsu | Freestyle | | counter | | T |
| Kurose, Yoshie | Sogetsu | Freestyle | | pedestal | | P |
| Korol-Latorre, Iryna | Ichijo | Freestyle | | low table | | Tables lobby |
| Lewis, Bette | Sogetsu | Freestyle | | counter | | T |
| Linnemann, Noreen | Sogetsu | Freestyle | | counter | | T |
| Mai, Lanna | Ikenobo | Shoka Shofutai | | | | Bonsai |
| McKay, Judi | Sogetsu | Freestyle | | counter | | T |
| Melzer, Victoria | Ohara | Landscape | | counter | | Bonsai |
| Mire, Yukari | Ikenobo | Rikka | | counter | | Bonsai |
| Nagaraian, Uma | Ohara | Bunjin | | counter | | Bonsai |
| O'Donnell, Ruth | Sogetsu | Freestyle | | pedestal | | P |
| Olsen, Tone | Sogetsu | Freestyle | | pedestal | | P |
| Otani, Mitsuko | Ikenobo | Tatehana | | counter | | Bonsai |
| Overholzer, Joyce | Sogetsu | Freestyle | | counter | | P |
| Paz, Darzell | Sogetsu | Freestyle | | counter | | T |
| Pedersen, Jan | Ichijo | Freestyle | | counter | | P |
| Petersen, Kyoko | Ikenobo | Freestyle | | counter | | Bonsai |
| Piccirillo, Sandi | Ikenobo | Shoka Shinputai | | counter | | Bonsai |
| Reardon, Jeanne | Sogetsu | Freestyle | | pedestal | | P |
| Redmon, Jane | Sogetsu | Freestyle | | pedestal | | P |
| Rieg, Jean | Saga Goryu | Seika | | counter | | Bonsai |
| Roa, Judy | Ichijo | Freestyle | | pedestal | | P |
| Rudy Susan | Sogetsu | Morimono | | counter | | T |
| Sasser, Mary Jane | Sangetsu | Freestyle | | | | Bonsai |

[illegible]

Found 2017

~~I.I. AT USNA~~
Display cube sizes

Container

(2) 36x36x4 ~~to 11, 6, 21 - at museum~~
~~to 11, 6, 21 - at museum~~

(1) 18x18 x36

(1) 18x18x24

(10) 24x24x30

(1) 24x24x24

(2) 15x15x36

Chinese Pavilion Basement

(1) 18x18x10

(2) 18x18x14

one of the 10 24x24x30 listed above

Administration building basement

(1) 20x20x33 Black

60th Anniversary Exhibition

Entries

- 83 exhibitors plus Japan Embassy Group
 - All exhibitors notified details of their space (Gloria)
 - Print exhibitor cards (Gloria & KED) 4x6
-

Staging

- Bonsai Museum: Ikenobo, Saga, Ohara, Chiko, Sangetsu, Sogetsu (2)
- Administration Building: Ichiyo and Sogetsu
- Pedestals to be painted Sept. 19 (Committee & volunteers) 10:30
- Staging day October 4 (Committee, Oscar & volunteers) ~~10:30~~ 9:00 AM
 - Hang wall backdrops
 - Erect floor dividers
 - Arrange tables and tablecloths
 - Position pedestals
 - Position screens
 - Position floor spotlights
 - Mark spaces
 - Distribute entry sheets
- Installation day October 5 (All exhibitors)
 - Assist exhibitors (Committee & Oscar, volunteers?)
 - Collect & verify entry information including plant materials (Rosalie & ?)
 - Place exhibit cards
- Takeout arrangements day October 10 (All exhibitors)
- Take out staging day October 11 (Committee, Oscar & volunteers)

Opening Ceremony 5pm Saturday October 7 Bonsai Patio

- Rent stage/riser (Diana/Allied Tents)
- Setup chairs, podium/microphone (KED)
- Invitations sent to I.I. Members, USNA, Japan Embassy
- RSVPs (Linda)
- Check-in at EGAMG (Jean?/Melissa?/Savitri?), table & 2 chairs (KED)
- Nametags (Valerie, Elizabeth)
- Entertainment (Koto player, ladies chorus)
- Speakers (Valerie, Elizabeth, Dr. Olsen, Japan Embassy rep)
- Sake Toast donation (Linda), passing (Milloffs)
- Printed program (Valerie/Elizabeth)
 - Donors list (Judy)
- Giveaways? (Elizabeth)

2:00-3:30

put out
Chairs

Banner
Table
Cloth w/
ET

>

✓ Valerie

Reception 5:30pm Saturday October 7 Admin Bldg/North Terrace

- Catering (Linda/Milloffs)
- Sushi purchase (Linda/Wegmans)
- Drinks purchase (Diana)
- Supplemental purchases (Linda)
- Lobby set-up (Linda/KED)
- Tent rental (Diana) Share with NBF
- Slide show in Lobby using "Eagle cam" (Diana/KED)

Demonstrations Sunday Oct 8 and Monday Oct 9 11am and 1pm

- Confirm Schools/Schedule (Jane)
- Setup, assistance (Schools)

Hosts & Hostesses

- Signups (Sandy Munnell/Marilyn Wanner)
- Assignments, notifications (Sandy & Marilyn)
- Supplies (Sandy & Marilyn)
- New Hostess badges (Valerie)
- Exhibitors info books (Gloria)
- Handouts (Elizabeth, Schools)
- I.I. info. signup sheets (Elizabeth)

Publicity

- Arboretum website, lobby poster, banner (KED)
- I.I. newsletter & website (Elizabeth)
- Other: Capitol Gardner (Ann Beyreis); Japanese newspapers (Motoko); Capital Hill Rag (Elizabeth), Washington-Tokyo Newsletter (Linda)

Other

- Memorial Books (Jane, KED)
 - Large I.I. Banner with stand (Elizabeth?)
 - 60th Logo/easel (Valerie)
-

SCHEDULE

| | | | |
|------------|-------------|----------------------|------------------------------|
| October 3 | | Move pedestals | KED |
| | | <i>Set up Tables</i> | |
| | | Put up Aud. stage | KED |
| October 4 | 9am-4pm | Set up staging | Gloria et all |
| October 5 | 9am-4pm | Installation | Exhibitors |
| | | Set up tent/riser | Allied Tents |
| October 6 | 9:30-4:30 | Hostesses | Marilyn Wanner/Sandy Munnell |
| October 7 | 9:30-4:30 | Hostesses | Marilyn/Sandy |
| | 10am- | Set up for reception | Linda, KED |
| | 4:00pm | Set up for program | KED |
| | 4:30-5pm | Checkin | Jean/Melissssa |
| | 5-5:30pm | Program | Elizabeth, Valerie |
| | 5:30-7:30pm | Reception | Linda |
| October 8 | 9:30-4:30 | Hostesses | Marilyn/Sandy |
| | 11am | Demonstration #1 | Saga (Bruce Wilson) |
| | 1pm | Demonstration #2 | Ohara (Vicki Meltzer) |
| October 9 | 9:30-4:30 | Hostesses | Marilyn/Sandy |
| | 11am | Demonstration #3 | Sogetsu (Tone Olsen) |
| | 1pm | Demonstration #4 | Ichiyo (Valerie Eccleston) |
| October 10 | 10am-4pm | Take out exhibits | Exhibitors |
| October 11 | 10am-4pm | Take down staging | Gloria et all |

60th Anniversary Exhibition

Entries

- Signups to date (Gloria) 35
 - Recruit additional participants (Diana, Jane & Gloria)
 - Follow up with School contacts (Diana & Jane)
 - Match entries with spaces (Gloria, Diana & Jane)
 - Openings for other chapters?
 - Notification to entrants
-

Staging

- Inventory of cubes/pedestals (Gloria)
 - Painting and transport (Gloria) need volunteers
 - Wall backdrops (Gloria)
 - Floor dividers (Gloria)
 - Tablecloths (Gloria)
 - Other, e.g. gold screens
 - Entry cards (Diana, KED, Rosalie Ingenito)
-

Reception

- Catering contract (Linda)
- Sushi purchase (Linda)
- Drinks purchase (Diana)
- Supplemental purchases (Linda)
- Tent rental (Diana)
- Invitations: members & guests
- RSVPs, check-in

Opening Ceremony

- Speakers (Valerie?)
 - Entertainment (Linda, Motoko?)
 - Setup (KED)
 - Printed program
-

Demonstrations

- Contact schools (Jane & Diana)
 - Setup, assistance
-

Hosts & Hostesses

- Signups (Marilyn Wanner)
 - Assignments, notifications (Marilyn & Sandy Munnell)
 - Oversight (Marilyn & Sandy)
 - Handouts
-

Publicity

- Arboretum site (KED)
- I.I. newsletter & website
- Other

Mary Corley

Other

- Memorial Books (Jane, KED)

IKEBANA INTERNATIONAL
CHAPTER NO. 1 WASHINGTON, D.C.

Richard T. Olsen, Director
The United States National Arboretum

Dear Dr. Olsen:

Thank you for your hospitality during the recent visit of myself and Mika Tsujii from the Saga School of Ikebana in Kyoto, Japan. We both enjoyed our tour of the Arboretum's outstanding Bonsai collection.

Ikebana International and the Arboretum have a longstanding relationship, dating from the 1960s to the present day, which has been of mutual benefit to both organizations. For its part, Ikebana International has made gifts to the Arboretum including trees, plants, garden accessories and rare ikebana books. Most notably, the Ellen Gordon Allen Memorial Garden at the entrance to the Bonsai complex was funded by donations from Ikebana International Chapters all over the world. Chapter No. 1 continues to support the Arboretum, most recently with donations for additional plantings in and around the Bonsai complex, and to the National Bonsai Foundation for restoration of the bonsai facilities.

Over the years, the Arboretum has provided Ikebana International with an outstanding venue to hold its public exhibitions and demonstrations. These provide opportunities to promote our shared missions of educating the public in floral arts and horticulture. The annual ikebana exhibitions and accompanying demonstrations draw thousands of visitors to the Arboretum.

In the Fall of 2017, we will have another opportunity to expand awareness of ikebana arts with the 60th Anniversary of Ikebana International and Chapter No. 1. Our request to use Arboretum facilities for an enlarged exhibition, demonstrations and a reception commemorating the anniversary is enclosed. We ask that you give it favorable consideration.

Sincerely,

Bruce Wilson, President
Ikebana International, Chapter No. 1



**U.S. NATIONAL ARBORETUM
REQUEST for USE of ARBORETUM FACILITIES
APPLICATION and AGREEMENT**

One Request Per Sheet, Please Print.

Contact Name: Diana Cull/Jane Redmon Date: 12/19/16

Organization Name: Ikebana International, Chapter No. 1, Washington DC

Mailing Address: 2101 Martha's Rd., Alexandria, VA 22307

Telephone: Home 703-768-8724 Work 703-931-5519 Cell 703-304-1500

Email Address: dianamcull@yahoo.com/JaneBRedmon@aol.com

Requested Date: 10/4-10/10 2017 Purpose: Public exhibition & demonstrations of Ikebana, and reception for I.I. members and USNA staff to celebrate the 60th Anniversary of Ikebana International and the DC Chapter.

Set up time: From 10/4&5 10 am To 4pm Actual program/event time: From Exhibit 10/6-9 10 am To 4pm
Break down and clean-up time: From 10/10 10am To 4pm Total # Hours Reception 10/7 5pm to 8pm

Estimated Attendance: Exhibition - 1,500; reception - 200

Indoor Facilities Requested:

- ☒ Administration Building Auditorium
- ☐ Administration Building Classroom
- ☒ Administration Building Lobby
- ☒ Other (specify) Bonsai Museum & Yoshimura Center

Outdoor Facilities Requested:

- ☐ East Terrace
- ☒ North Terrace
- ☐ Flowering Tree Walk Tent Site
- ☐ Meadow Tent Site
- ☒ Other (specify) Bonsai Courtyard

1. Is this a fundraising event? No ☒ Yes ☐ If yes, explain how funds will be raised: _____
2. Will there be an attendance / registration or donation fee collected on site? No ☒ Yes ☐
3. Will there be a sale or auction of products or services? No ☒ Yes (specify) _____
4. Will food be served? No ☐ Yes ☒
5. Will caterers be used? No ☐ Yes ☒ If yes, vendor name TBD from USNA list
6. Is your vendor licensed and insured? No ☐ Yes ☒ License number _____

7. Will vendors be used to provide equipment for the event? No_____ Yes ☒

If yes, vendor name TBD from USNA list

8. Is your vendor licensed and insured? No_____ Yes ☒ License umber _____

9. Will permission be requested to serve beer & wine? No_____ Yes ☒

I request to use the facilities indicated for the period and purposes indicated. I understand the use of these facilities is subject to all rules and regulations listed in "The Code of Federal Regulations" (CFR) #7 CFR Part 500 and attached Facility Use Guidelines. The Facilities I have requested may be needed by the Department of Agriculture or the USNA; in this event, my organization may be asked to change the program date(s) and/or location(s).

Signature of Applicant _____

Date _____

Submit Form Electronically

FOR OFFICE USE ONLY

Recommended Approval: Yes_____ No_____ If no, reason _____

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Administration

Confirmation sent on: _____ Date: _____

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0518-0024. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information

OMB Control Number 0518-0024

ADDENDUM TO REQUEST FOR USE OF USNA FACILITIES

| Requested Dates: | Facility: | Purpose: |
|----------------------|---|--------------------------------|
| 10/04/17 10am-4pm | Admin Auditorium & Lobby Bonsai Museum | Set up staging for exhibition |
| 10/05/17 10am-4pm | Admin Auditorium & Lobby Bonsai Museum | Install arrangements |
| 10/06/17 10am-4pm | Admin Auditorium & Lobby Bonsai Museum | Exhibit open to public |
| 10/07/17 10am-4pm | Admin Auditorium & Lobby Bonsai Museum | Exhibit open to public |
| 11am-3pm | Yoshimura Center | Demonstrations for public |
| 4:30-5pm 5pm-8pm | Bonsai Courtyard North Terrace | I.I. Program I.I. Reception |
| 10/08/17 10am-4pm | Admin Auditorium & Lobby Bonsai Museum | Exhibit open to public |
| 11am-3pm | Yoshimura Center | Demonstrations for public |
| 10/09/17 10am-4pm | Admin Auditorium & Lobby Bonsai Museum | Exhibit open to public |
| 10/10/17 10am-4pm | Admin Auditorium & Lobby Bonsai Museum | Break down & cleanup |

SUMMARY BY FACILITY

Use of facilities (including set up and break down):

Bonsai Museum Exhibits Gallery & Special Exhibits Wing (for exhibits, October 4 – 10, 2017)

Auditorium (for exhibit, October 4 – 10, 2017)

Yoshimura Center (for demonstrations, October 7 & 8, 2017)

Bonsai Courtyard (for evening program prior to reception)

Administration Building Lobby (for evening reception, October 7, 2017)

North Court Patio (for evening reception, October 7, 2017)

ADDENDUM TO REQUEST FOR USE OF USNA FACILITIES

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| 10/08/17 | Admin Auditorium & Lobby Bonsai Museum | Exhibit open to public |
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SUMMARY BY FACILITY

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Bonsai Courtyard (for evening program prior to reception)

Administration Building Lobby (for evening reception, October 7, 2017)

North Court Patio (for evening reception, October 7, 2017)

Subject: Ikebana International Event: Revocable Permit
From: Bynum, Lisa (Lisa.Bynum@ARS.USDA.GOV)
To: dianamcull@yahoo.com;
Date: Thursday, September 28, 2017 10:48 AM

Good morning, Ms. Cull.

For your signature and return, please find attached a Revocable Permit to conduct the Ikebana International Chapter No. 1 public exhibition, demonstrations and 60th Anniversary Celebration at the U.S. National Arboretum.

Please sign/date on the "PERMITTEE" line and return only the signature page to me via e-mail or fax. After I have signed, a copy of the executed document will be returned to you via e-mail.

Thank you.

Lisa Bynum, Realty Specialist
USDA, ARS, BARC, Real Property Section
10300 Baltimore Avenue, Building 003, Room 308A
Beltsville, Maryland 20705-2350
Phone: 301-504-5188
Fax: 301-504-5556
E-Mail: Lisa.Bynum@ars.usda.gov

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Attachments

- FY-11-NA-007 (Amendment 06).pdf (242.99KB)

United States Department of Agriculture
Agricultural Research Service
REVOCABLE PERMIT

| | | |
|--|---|-----------------------|
| ISSUED BY (Agency and complete mailing address (including ZIP Code)) U.S. National Arboretum 3501 New York Avenue, N.E. Washington, D.C. 20002-1958 | PERMIT NO. FY-11-NA-007/06 | DATE ISSUED |
| | MODIFICATION NO. | DATE ISSUED |
| | PERIOD OF USE: FROM 10/04/2017 | THROUGH 10/11/2017 |
| PERMITTEE (Name and complete mailing address (including ZIP Code)) Diana Cull, Historian Ikebana International Chapter No. 1 E-MAIL: dianamcull@yahoo.com PHONE NUMBER: 703-768-8724 (H) 703-931-5519 (W) 703-304-1500 (C) | GOVERNMENT REPRESENTATIVE (Name, title, and complete address) Lisa Bynum, Realty Specialist USDA, ARS, BARC, Real Property Section 10300 Baltimore Avenue, Building 003, Room 308A Beltsville, Maryland 20705-2350 E-MAIL: Lisa.Bynum@ars.usda.gov PHONE NUMBER: 301-504-5188 | |

PURPOSE (Describe privilege being granted)

To conduct the Ikebana International Chapter No. 1 public exhibition, demonstrations and 60th Anniversary Celebration from Friday, October 6th through Monday, October 9th.

Setup will occur beginning Wednesday, October 4th through Thursday, October 5th.

Exhibits will be open to the public from Friday, October 6th through Monday, October 9th; demonstrations will be conducted on Sunday, October 8th and Monday, October 9th; Ikebana International Program and Reception will be held on Saturday, October 7th.

Breakdown and cleanup will occur beginning Tuesday, October 10th through Wednesday, October 11th.

| | | |
|--|-------------------------------|--|
| DESCRIPTION OF PROPERTY (If Exhibit attached, indicate such) | <input type="checkbox"/> LAND | <input checked="" type="checkbox"/> BUILDING |
| Auditorium, Lobby, Classroom and North Terrace of the Administration Building, and the Special Exhibits Wing and the Yoshimura Center of the National Bonsai & Penjing Museum at the U.S. National Arboretum (USNA). | | |

SPECIAL CONDITIONS


1. Permittee and participants shall abide by the General Terms and Conditions of this Revocable Permit.
2. USNA shall not be responsible for personal injury or property damage incurred while on the premises.
3. Grounds shall be returned to their original condition or better and all trash/debris removed.
4. This event shall not interfere with ongoing USNA operations in surrounding areas.
5. No vegetation shall be picked or removed from USNA grounds.
6. All persons attending functions at USNA shall respect and comply with all instructions given by USNA personnel controlling the function and related activities. The USNA contact is Kathleen Emerson-Dell (Kathleen.Emerson-Dell@ars.usda.gov, 202-245-5766).

LEASE CONTRACTING OFFICER (LCO) OR AUTHORIZED REPRESENTATIVE

| | | |
|-----------|--|-------------|
| SIGNATURE | NAME (Typed or Printed) Lisa Bynum, Realty Specialist | DATE ISSUED |
|-----------|--|-------------|

PERMITTEE

This Permit is accepted subject to the special conditions, general terms and conditions and requirements expressed herein.

| | | |
|--|--|------------------------|
| SIGNATURE  | NAME AND TITLE (Typed or Printed) Diana Cull, Historian | DATE ISSUED 9/28/17 |
|--|--|------------------------|

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PO Box 1289
Kurtistown, Hawaii 96760
United States
(808) 982-4333

Attachments

- 2.txt (26.59KB)

file copy

May 1, 2017

Dr. Richard T. Olsen
Director, U.S. National Arboretum
Agricultural Research Services
United States Department of Agriculture
3501 New York Avenue, NE
Washington, DC 20002-1958

Dear Dr. Olsen:

As you are aware, Ikebana International Chapter No. 1 will be staging an exhibition at the U.S. National Arboretum from October 6-9, 2017. This will be a very special exhibition as it will celebrate the 60th anniversary of our Chapter since its founding by Ellen Gordon Allen. In conjunction with the exhibition, there will be a reception on the evening of October 7, 2016, which will be hosted by Ikebana International.

I am writing to ask you for permission to serve wine and sake (Japanese wine) at the reception. We are expecting between 200-250 guests from 5:00 – 7:00 pm. We will also provide a buffet dinner and non-alcoholic beverages. Invited guests will include representatives from the Embassy of Japan and the Japan Information and Cultural Center. The addition of wine to the menu will enhance the festivities on this special occasion.

Thank you for your consideration.

Sincerely,

Diana Cull, Exhibition Co-Chair
2101 Martha's Road
Alexandria, VA 22307

cc: Kathleen Emerson-Dell, USNA

Request to serve light alcoholic beverages at the 60th Anniversary reception of Ikebana International Chapter No. 1, October 8, 2017 to be held at the U.S. National Arboretum.

APPROVED/DISAPPROVED:

Dariusz Swietlik
Director Northeast Area

Date

Richard T. Olsen
Director, U.S. National Arboretum

Date

50th ANNIVERSARY RECEPTION
INVITED GUESTS

Embassy of Japan

Ambassador and Mrs. Kato

Minister of Information and Cultural Section and Mrs. Kitano

Mr. Shinohara Cultural Attache

U.S. National Arboretum

Dr. Phyllis Johnson

Dr. and Mrs. Elias

Jim Hughes

Kathleen Emerson-Dell

Nancy Luria

Susan Burgess

Jack Sustic

Maryann Jarvis

Washington Toho-Koto Society

Mr. and Mrs. Paul Okamoto

Ms. Sachiko Smith

Washington Sumi-e Society

Joan Lok, President

Gabriela D'Alcantara

Sarah Abou-Zied

Mei Lih Chiang

Gisele Child-Olmsted

Peggy Duke

Eleanor Ellis

Charlene Fuhrman-Schulz

Nga Katz

Richard Kaufman

Jamaliah Morals

Elizabeth Robinson

Kay Stratman

Darlene Wood-Harvey

Carole Yee

Visiting Exhibitors

Chieko Mihori

Mariko Ono

Midori Tanimune and Lorraine Toji

Joyce Kato

Reiko Royston

Kseniya Schneider

Ikebana International Washington, DC - Chapter No 1
60th Anniversary Reception - October 7, 2017
4:30pm - 7:30 pm
U.S. National Arboretum

Date: January 15, 2018

To: Diana Cull, Exhibition Co-Chair

From: Linda Ely, Reception Chair

Subject: 60th Anniversary Reception Documents and Surplus Invitations, Response Cards and Envelopes

Diana,

Please find enclosed the documents pertinent to the 60th Anniversary Reception:

1. The 60th Anniversary Grand Exhibition Member Reception Program.
2. My printed Reception Report of January 11, 2018 (previously emailed to you and Jane Redmon).
3. Caterer's Contract and Final Invoice (Milloffs Catering).
4. Your report on Beverages purchased for the Reception.
5. The final estimated recap of expenses for the reception submitted on August 14, 2017.
6. The Invitation and Reply Card and Envelopes Invoice (Bob's Printing).
7. The 60th Anniversary Logo.
8. The 60th Anniversary Invitation with Envelope, Response Card and Envelope.
9. The 50th Anniversary Caterer's Invoice (Milloffs Catering).
10. The 50th Anniversary Invitation with Envelope, Response Card and Envelope.

The 60th Anniversary remaining invitations, response cards and envelopes are in the stationery box with a copy of the printing invoice.

In Friendship through Flowers,

Linda

Ikebana International Washington, DC – Chapter No 1
60th Anniversary Reception
October 7, 2017
4:30pm – 7:30 pm
U.S. National Arboretum

January 11, 2018

Linda Ely - Reception Chair (Reported to Diana Cull and Jane Redmon 60th Anniversary Grand Exhibition Chairs)

Review of Planning for and the October 7, 2017 60th Anniversary Reception for 250 Guests*

*All Chapter No 1 Members were invited and could bring one guest. Additional invitations were issued to Arboretum principals, Japanese Embassy diplomats, individuals contributing to the reception (performers), and other distinguished individuals affiliated with garden clubs, the Washington Tokyo Women's Club and those selected by the II President.

Planning Timeline:

❖ **January 2017 - Facility & Caterers**

Reception planning initiated with investigation of facilities use, U.S. National Arboretum, area/s for reception and vetted caterers (approved by the USNA). Four approved are: Corcoran, Milloffs, Occasions and Ridgewells. Liaison: Kathleen Emerson Dell aka KED
(Kathleen.Emerson-Dell @ ARS.USDA.GOV)

❖ **February 2017 - Caterers**

An online review of the four approved caterers was made. Corcoran and Occasions provided an online estimate of \$85-\$125 per guest for a non alcoholic reception with 100 guests. Corcoran and Occasions were eliminated from sourcing.

Milloffs had catered the 50th Anniversary Reception and a review of the invoices showed that 250 pieces of sushi cost \$1000 (\$4 per piece), or 26% of the total food cost.

Catering estimates were requested from Milloffs and Ridgewells with service of II provided sushi and I checked with Wegmans and Sushi Restaurant MOMO, both in Alexandria, for sushi party platter prices. The sushi platters from Wegmans costed out at \$.85 to \$1.20 per piece (\$1.03 per piece average cost) and MOMO at \$.78 to \$1.40 per piece (\$1.09 per piece average cost) plus VA tax.

The sushi proposal was presented to the 60th Anniversary Planning Board and the consensus was for II to purchase and provide the sushi for the reception since the cost savings were significant. It was agreed that Linda Ely, Reception Chair, would order, purchase and deliver sushi platters from Wegmans.

❖ **March 2017 – Caterers and Reception Plans at USNA**

Milloffs and Ridgewells were sourced for estimates to cater a non alcoholic reception and service for wine and beverages provided by II.

The 60th Event Chair, Valerie Eccleston, inputted that there wasn't sufficient food at the 50th Reception, that all food had been presented on tables, and that passed service should be bid.

I met with Kathleen Emerson-Dell at the USNA to discuss the set-up for the reception: capacity limit, spaces available for use, floor plan, and caterers.

The Fire Marshall permits a maximum capacity of 400 standing and 285 seated in the Arboretum lobby. (The auditorium was used for the exhibition and not available for reception use.)

It was decided that the classroom (used for II Board Meetings), would be used by the caterer for prepping and staging food, that the reception desk would be used as a bar and that the reception would be held outside, weather permitting. This became a moot point when, at a later event planning meeting, II and the National Bonsai Foundation (whose reception was planned for 10/06/17), would share the cost of a tent to cover the side patio. Approval was given to use the kitchen facilities as needed.

❖ **May 2017 - Informal 60th Committee Meeting following Board Meeting**

Preliminary caterer's proposals were presented and a discussion was held about the price estimates. Milloffs proposal was significantly lower than Ridgewells and they agreed to serve beverages and sushi provided by II at no additional cost whereas Ridgewells would charge \$5 per person, or \$10 per person to serve both II beverages and sushi, and additional \$2500.

At the meeting I shared that it had been difficult working with Ridgewells to obtain timely and accurate bids. Every question required a phone call and the preliminary bid was submitted for 200 guests rather than the 250 requested.

It was decided to give the contract to Milloffs. Also, I learned that Milloffs was catering the NBF reception the night before.

I proposed obtaining disposable barware and napkins from the Dollar Tree for beverage service (necessary because II was providing the beverages).

Valerie Eccleston proposed printed beverage napkins with the II Anniversary logo as a memento and added touch.

❖ **June 2017 - 60th Exhibition and Reception Planning Committee Meeting**

I presented the Milloffs bid (\$9655.50), the sushi purchase proposal from Wegmans (\$727.60), the disposable barware proposal from Dollar Tree (\$102.72), and the cost for printed napkins with a sample mock-up 4imprint (\$400). Cost of beverages was not presented.

After discussing food service with the caterer, I proposed that everything be passed except for dessert and fruit and cheese that would be set-up on tables for self-service to reduce service costs.

❖ **June 2017 - 60th Exhibition and Reception Planning Committee Meeting continued**

The catering contract presented was for 10 food choices based on 8 bites per guest. The sushi proposal was for an assortment of sushi of 3 bites per guest.

The disposable barware and napkins presented cost out at \$.42 per guest.

The committee agreed to accept the proposals as submitted and agreed to the \$500 deposit due upon signing of the catering contract. The committee was informed of the terms of the contract that required no changes after 9/29/17, and payment of the invoice balance within 10 days of the event.

Diana Cull volunteered to procure the wine and bottled water to be served at the reception.

A discussion was held about invitations and it was decided that I would get bids from printers for 300 invitations with envelopes and 300 response cards with printed envelopes. A response date of September 1 was designated to be changed later to September 15.

During June, I designed the invitation and response card and submitted them to Diana, Jane and Valerie for approval to source bids from printers. It was agreed that the invitation and response card would be printed on card stock paper in black ink. The invitation and response card incorporated the 60th Anniversary logo and was in a combination of Mistral (20pt, 18 pt and 14 pt) and Papyrus (14pt, 16 pt and 18 pt) font styles.

There was a discussion about a possible government shutdown effective October 1, so it was agreed that I would obtain an extension from the caterer on the 9/29 contract cut-off date to October 2.

I proposed and volunteered to explore obtaining complementary sake for the sake toast at the reception and offered to investigate entertainment for the opening ceremony.

❖ **July 2017 - Invitations, Stamps, Sake, Entertainment**

After online research of printing costs, the invitation was bid at: Costco, Staples and Bob's Printing in Alexandria. The Bob's Printing bid was approved (\$300) and the invitations were ordered the first week of July: Invitations on 5X7 card stock with A7 Envelopes and Response Cards on 4 ¼ X 5 ½ card stock with A2 Envelopes. The envelopes had a straight edge flap.

It was decided to use the "Gifts of Friendship Stamp" for mailing and I ordered them from USPS. (The stamp celebrated the enduring bond between the U.S. and Japan on the centennial of the gift of flowering dogwood trees to Japan in 1915.)

Motoko Shimizu, Reservations Chair, was to be in Japan for the month of August, and I offered to handle the Reception RSVP's since Motoko also had to take the reservations and plan seating for the II Luncheon on September 14, 2017.

Valerie decided that she wanted black tablecloths for the skirted catering tables.

❖ **July 2017 - Invitations, Stamps, Sake, Entertainment continued**

Valerie also wanted to tent the side patio at the Arboretum in case of inclement weather and Diana Cull volunteered to investigate a supplier and the cost.

I procured a donation of sake for the reception toast from MJS Sake Importers, Ichishima Tokubetsu Honjozo Sake from Nigata Japan, one case of six 1.8 liter bottles sufficient for 300 1 ounce pours, value \$750.

I asked a friend from The Washington Tokyo Women's Club about arranging a 15 minute musical performance for the opening ceremony of the Exhibition and Reception Opening and she arranged for a musical performance of Japanese song and dance at no charge.

❖ **August 2017 - 60th Exhibition and Reception Planning Committee Meeting**

I picked-up the invitations and response cards and delivered them and the stamps to Diana Cull on August 14 for the August 15 meeting. I did not attend the meeting as my husband was in the hospital.

The invitations and response cards were prepared for mailing at the August 15 meeting and mailed afterward.

The Bonsai Foundation agreed to share the cost of renting a tent so the side patio was tented for 10/06 and 10/07, and weather was no longer an issue for the reception.

❖ **September 2017 - 60th Exhibition and Reception Planning Committee Meeting & Tasks**

I ordered the sushi from Wegmans. I purchased the disposable barware. I picked-up the donated sake. I finalized arrangements for the opening Ceremony performance of the KIMONODESisters, seven kimono clad ladies performing a medley of traditional Japanese songs and dance with a solo of Un bel di Vedremo from the opera Madama Butterfly, piano accompanist and stage manager.

I confirmed arrangements with Milloffs about food, set-up, service and timing.

After the 9/11 board meeting the committee chair, Valerie Eccleston, was quite concerned about the drained koi pool surrounding the walkway from the Administration Building and the safety of people walking to the Bonsai and Penjing Museum where the opening ceremonies were to be held. I suggested renting plants and obtained a bid to see if the idea was feasible. Palace Florists rents plants for events and Valerie was informed of the plants available, containers and prices for the rental, delivery and removal.

Dr. Johann Klodzen of The National Bonsai Foundation was contacted to see if she wanted to share in the cost of the plants for her event on Friday, 10/06, and when she agreed, the plants and containers that Valerie had selected were ordered from Palace Florists for delivery and installation on Friday morning.

❖ **September 2017 - 60th Exhibition and Reception Planning Committee Meeting & Tasks continued**



I delivered the sake, disposable barware and napkins to Diana Cull to transport to the Arboretum since she had procured the wine and bottled water that was being served.

❖ **October 2017 - 60th Exhibition and Final Tasks**

On 10/04, a final list of reception attendees was submitted to Valerie Eccleston, for name tags to be made and a check-in list printed along with the names of performers from KIMONodeSisters and their program.

At 2 pm, I picked-up and paid for the sushi platters from Wegmans and delivered them to the Arboretum where she placed them in the kitchen refrigerators until serving time. (The sushi was transported in insulated thermal bags with chemical ice packs to maintain the integrity and safety of the sushi.)

I greeted the caterers when they arrived at 3:30 pm and confirmed that they were familiar with the food set up, service and schedule to include service of the sake toast after the opening ceremony.

Having attended the Bonsai Reception the previous night, I opted to have one six foot table each for the fruit, cheese and nuts display and the dessert display so that the tables could be replenished as people served themselves and not look picked over.

Two six foot bars were set-up, one under the tent and one at the entrance to the walkway leading to the tent. The reception desk in the lobby was not needed due to the tent and temperate weather.

I greeted the performers and showed them to a changing area near the Penjing Museum with the assistance of KED.

KED also assisted with the keyboard set-up and electrical connection for the performers and mic set-up for the speakers.

Upon inspection of the set-up of the tented patio reception area I located Valerie Eccleston to express concern about the set-up and ask for her approval. It was decided to rearrange the entire area and Valerie and I moved all of the tables and chairs with help from the catering staff before the opening ceremony began. Afterwards I went to the Penjing Courtyard to oversee the timing of the performers and caterers for the sake toast to coincide with the opening ceremony speakers.

After the sake toast the guests moved to the tented patio area for the reception and I monitored the food service from the classroom to the tent and service to the guests making sure that everyone was served.

When the reception was over I stayed to help take down the tables with KED and her assistant and some of the caterers helped carry the tables back to the administration building.

Observation - The reception chair had no responsibility for the name tags and check-in list however since I handled the response cards some of the issues that arose the night of the reception might have been averted had there been some exchange between us. For the 70th the Reservations Chair will probably work with the name tags and check-in list. It would have been extremely helpful had I been provided with a copy of the check-in/name tag list since I had processed the response cards.

ACE TOMATO COMPANY INC. dba
MILLOFFS CATERING

4210 Danville Road
Brandywine, Maryland 20613

Phone (301)372-6067 Fax (301)372-0761
e-mail: milloffscatering@comcast.net

Contract

| Date | Contract # |
|-----------|------------|
| 10/1/2017 | 14432 |

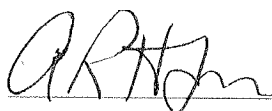
| Name / Address |
|---|
| Ikebana International Linda Ely 8807 Anne Tucker Lane Alexandria, VA 22309 |

| P.O. No. |
|----------|
| |

| Type of Event | Date of Event | Time of Event | Number of Guests | Phone Number | |
|---|-----------------|---------------|------------------|--------------|---------|
| 60th Anniversary Reception | October 7, 2017 | 5:30-7:30 | 250 | 703-780-2952 | |
| Description | | | Qty | Cost | Total |
| Ahi Tuna Bites on Wontop Crisp with Wasabe Cream | | | 200 | 3.00 | 600.00T |
| Shrimp Tempura | | | 200 | 3.00 | 600.00T |
| Chicken & Lemongrass Potstickers | | | 200 | 1.75 | 350.00T |
| Tenderloin on Crouton with Horseradish Cream | | | 150 | 2.25 | 337.50T |
| Maui Shrimp Chopstick with Chile Paste, Coconut Milk and Whole Fresh Cilantro- (Chopstick Shaped Spring Roll) | | | 200 | 2.75 | 550.00T |
| Vegetable Spring Rolls with Sweet Chile Sauce | | | 200 | 2.00 | 400.00T |
| Spinach Florentine in Filo | | | 200 | 2.25 | 450.00T |
| Yakitori Chicken with Sesame Ginger Dipping Sauce | | | 200 | 3.00 | 600.00T |
| Sushi to be provided by client - to be passed | | | | | 0.00T |
| Multi leveled display of Fresh Fruits, Dried Fruits and Nuts, Assorted Cheeses, Flat Breads and Crackers | | | 200 | 3.00 | 600.00T |
| Assorted Mini Pastries & Dessert Display | | | 350 | 2.50 | 875.00T |
| | | | Subtotal | | |
| | | | Sales Tax (0.0%) | | |
| Signature | | | Total | | |

Signature

Submitted By Alicia Heffentreger



**ACE TOMATO COMPANY INC. dba
MILLOFFS CATERING**

4210 Danville Road
Brandywine, Maryland 20613

Phone (301)372-6067 Fax (301)372-0761
e-mail: milloffscatering@comcast.net

Contract

| Date | Contract # |
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| 10/1/2017 | 14432 |

| Name / Address |
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| Ikebana International Linda Ely 8807 Anne Tucker Lane Alexandria, VA 22309 |

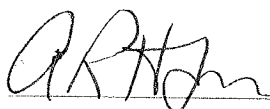
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| Type of Event | Date of Event | Time of Event | Number of Guests | Phone Number | |
|--|-----------------|---------------|------------------|--------------|-----------|
| 60th Anniversary Reception | October 7, 2017 | 5:30-7:30 | 250 | 703-780-2952 | |
| Description | | | Qty | Cost | Total |
| 250 lb. Ice | | | | 50.00 | 50.00T |
| High Quality Disposables | | | 200 | 1.75 | 350.00T |
| Linens for Stations and Bars - Estimate - \$200.00 | | | | 200.00 | 200.00T |
| Supervisor x's \$40.50 x's 6 hrs. (Estimate)(3:30-8:30) | | | 5 | 40.50 | 202.50T |
| 15 Service Personnel x's \$37.50 x's 5 hrs.(3 Beverage Servers, 4 to pick up and maintain, 5 to pass, 3 back of house) | | | 75 | 37.50 | 2,812.50T |
| Delivery - National Arboretum | | | | 75.00 | 75.00T |
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No order will be processed for delivery without purchase order number.

Signature _____

Submitted By Alicia Heffentreger



Linda L. Ely
Revised Contract
Today at 1:17 PM
Linda L. Ely

CONTRACT

CLIENT: Ikebana International
Linda Ely
8807 Anne tucker Lane
Alexandria, VA 22309

CONTACT: Lindy Ely

FUNCTION TYPE: 60th Anniversary Reception
Site – National Arboretum
3501 New York Ave., NE
Washington, DC 20002

EVENT DATE: Saturday, October 7, 2017
5:30-7:30 pm

NO. OF GUESTS: 250

Milloff's Catering will provide food, equipment and service as described on the Contract #14432 for a total charge of \$9,052.50. This price is based on 250 guests. Passing of hors doeuvres will begin upon guest arrival at 5:30pm. Client will provide sushi which Milloffs will pass. We will have 2 stationery food stations – one for fruit and cheese and one for assorted mini pastries.

Bar will be set up at the Lobby Reception Desk with a second bar outside on the patio if weather permits. Client will provide sake, beer, bottled water, disposable cups and cocktail napkins. We will pass some beverages as well as the stationery bars.

Once number and kind of tables are determined, linen needs will be assessed and ordered.

CHANGES IN AMOUNTS OR SELECTIONS:

Final counts are due on ~~Friday~~ MONDAY, OCTOBER 2, 2017, September 29, 2017. Once given, the count cannot be decreased. Client will be responsible for payment of count stated on ~~Friday~~ MONDAY, OCTOBER 2, September 29, 2017. Counts can be increased up to 48 hours prior to event. Changes in menu & equipment selections may be made with the approval of Milloffs and the client.

PAYMENT SCHEDULE:

Deposit of \$500.00 due upon signing of contract to reserve the date
50% due ~~September 29, 2017~~ MONDAY, OCTOBER 2
Balance due within 10 days of completion of event.

I have read and agree to all terms and conditions as noted above and described in the attached proposal.

CLIENT SIGNATURE: _____

[Signature] 60th Anniversary Chair

APPROVAL: _____

Milloff's Catering

APPROVAL DATE: 6.14.17

Ikebana International Chapter No. 1 60th Anniversary Reception
October 7, 2017 - National Arboretum - 4:30 pm to 7:30 pm
08-14-2017

2017 60th Anniversary Reception - October 7, 2017

250 Guests

All food will be passed, with the exception of 2 Food Stations noted below.

Milloff's Caterers \$9052.50 (tax exempt)

PASSED: 11 Food Choices – 8.4 bites per person* plus sushi 3.2 bites per person
(2100 pieces) *not including SUSHI (provided by II from Wegman's)

Milloff's Menu:

- ❖ Ahi Tuna Bites
- ❖ Shrimp Tempura
- ❖ Chicken Potstickers
- ❖ Tenderloin on Crouton
- ❖ Maui Shrimp Chopstick
- ❖ Vegetable Spring Roll
- ❖ Spinach Florentine in Filo
- ❖ Yakitori Chicken,
- ❖ **2 Food Displays – 1) Multi leveled display of Fresh Fruits, Dried Fruit and Nuts, Assorted Cheeses, Flat Breads and Crackers**
2) Assorted Mini Pastries and Dessert Display

Wegman's Sushi Platters - \$680 (plus tax \$727) (Tax exempt? TBD)

8 Sushi Celebration (58 pcs X 8 @ \$50) = \$400

4 Sushi Deluxe (82 pcs X 4 @ \$70) = \$280

Total of 792 pieces = \$680 3.2 bites per person

2017 Proposal is for 11.6 bites per person @ \$9732.50 based upon 250 guests

Any revision to quantities must be made prior to 10/02/17 when the 50% deposit is due.

2016 Reception 9 bites per person @ \$6590.00

Approximate 32% increase in costs over ten years includes 2.6 more bites per person.

2006 50th Anniversary Reception

5pm to 7pm National Arboretum

250 Guests – 2 hours

Milloff's Caterers

\$6590.00 (includes \$326.50 tax)

8 Food Choices – 9 bites per person (including sushi and fruit):

Vegetable Spring Rolls, Thai Chicken Sate, Crab Won Tons, Shrimp Tartlettes, Mini Pastries & Dessert, Fresh Fruit 7 bites per person plus fruit

Sushi 250 pcs @ \$1000 (14.5% of total cost) 1 bite per person

3 Food Displays – Fresh Fruit, Sushi and Mini Pastries & Dessert

From: **Diana Cull** dianamcull@yahoo.com
Subject: **Drinks**
Date: **October 20, 2017 at 4:40 PM**
To: **Linda L. Ely** lely88@verizon.net

Here is my information on drinks for the reception, so you can include it in your report.

| Purchased | Used | Cost |
|---------------------------|------------|----------|
| 48 bottles of wine | 33 bottles | \$335.61 |
| 45 bottles of Pellegrino | 21 bottles | \$ 21.12 |
| 30 bottles of Smart Water | 25 bottles | \$ 26.15 |
| | Total | \$382.98 |

Wine was purchased at Total Wine with a 20% discount coupon

Pellegrino was purchased at Costco on sale (25% off)

Smart Water was purchased at Costco



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Fax (703) 360-3825

| | | | |
|--|--|--|--|
| CUSTOMER Ikebana Internation Washington DC Chapter No. 1 | | INVOICE # 50867 | |
| ADDRESS 8807 Anne Tucker Lane Alexandria, Virginia 22304 | | DATE RECEIVED August 2017 | |
| TELEPHONE 571.224.3700 (c) 703.780.2952 (h) | | DATE DUE | |
| CONTACT Linda Ely | | | |
| PRE-PRESS <input type="checkbox"/> Typesetting <input type="checkbox"/> Halftones/Scans <input type="checkbox"/> Other | | | |
| Customers Approval | | | |
| A) 300 Invitations <input checked="" type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other 100# Accent Opaque Cover \$ | | | |
| <input checked="" type="checkbox"/> 2 Up Sheets/Sets <input checked="" type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Other \$ 60.00 | | | |
| B) 300 Invitation Envelopes <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input checked="" type="checkbox"/> Other A-7 White Envelopes | | | |
| <input type="checkbox"/> Up Sheets/Sets <input checked="" type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Other \$ 113.65 | | | |
| C) 300 Reply Cards <input checked="" type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other 100# Accent Opaque Cover | | | |
| <input checked="" type="checkbox"/> 4 Up Sheets/Sets <input checked="" type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Other \$ 30.00 | | | |
| D) 300 Reply Envelopes <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input checked="" type="checkbox"/> Other A-2 White Envelopes | | | |
| <input type="checkbox"/> Up Sheets/Sets <input checked="" type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Other \$ 97.07 | | | |
| E) <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> Up Sheets/Sets <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Other \$ | | | |
| F) <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> Up Sheets/Sets <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Other \$ | | | |
| G) <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> Up Sheets/Sets <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Other \$ | | | |
| H) <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> Up Sheets/Sets <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Other \$ | | | |
| BINDERY <input type="checkbox"/> Folding <input type="checkbox"/> Collating <input type="checkbox"/> Stapling <input type="checkbox"/> Numbering | | | |
| <input type="checkbox"/> Cutting <input type="checkbox"/> Scoring <input type="checkbox"/> Perforating <input type="checkbox"/> Padding | | | |
| OUTSIDE SERVICES | | | |
| | | | |
| ACCEPTED BY | | METHOD OF PAYMENT <input type="checkbox"/> Cash <input type="checkbox"/> Check # | |
| | | SUB-TOTAL \$ 300.72 TAX \$ 18.04 TOTAL \$ 318.76 | |

PLEASE PAY BY THIS INVOICE. NO STATEMENT WILL BE SENT. THANK YOU!



FINAL

www.ALLIEDPARTYRENTALS.com

5640 Sunnyside Ave., Suite J
Beltsville, Maryland 20705

(301) 986-0067
Fax (301) 446-2484

| | | | | | | |
|--|--|-------------------|--|------------|----------|-----|
| IKEBANA | | NATIONAL ARBOETUM | | Res# 89440 | | |
| 2101 MARTHAS ROAD ALEXANDRIA VA 22307 | | | | | | |
| DOBth | | SSN | | | | |
| NA-001062542 | | | | | 10/07/17 | JCB |
| ID#3 | | | | | | |
| | | DIANA CULL | | | 10/09/17 | JCB |

RESERVATION

Charge for 1.00 Day(s)

Page: 1

| QTY | ITEM | DAY | EXT AMT | DISC | NET AMT |
|-----|------|-----|---------|------|---------|
|-----|------|-----|---------|------|---------|

| | | | | | |
|-----|-----------|--------------------------|-------|-----------|---------|
| 1 | 4X20-0000 | 40 X 60 FRAME TENT | | 1530.00 ✓ | 1530.00 |
| 8 | TN61-0000 | TENT LIGHTS SPOT W/ CORD | | 300.00 ✓ | 300.00 |
| 1 | CE23-0000 | TENT SAFETY PACKAGE | | 187.50 ✓ | 187.50 |
| 8 | ST70-0000 | STAGE 4' X 4' GRANITE | 30.00 | 240.00 ✓ | 240.00 |
| 128 | ST23-0000 | STAGE CARPETING (SQ FT) | 0.60 | 76.80 ✓ | 76.80 |
| 1 | ST34-0000 | STAGE LEG 15" GRANITE | | 0.00 ✓ | 0.00 |
| 4 | S212-0000 | 15" SKIRTS BLACK | 20.00 | 80.00 ✓ | 80.00 |
| 1 | NEDC | NORTHEAST DC DEL/PU FEE | | 150.00 ✓ | 150.00 |

Rental Text : (2) 8x8 stages

----- Payments -----

No Payment Made

DELIVERED BY _____
PICKED-UP BY _____

Cancellation within 7 days of date out is subject to non-refundable reservation fees.

Additional rental costs will be applied should equipment not be returned or available for pick up when scheduled.

To avoid additional charges, please have equipment stacked, cleaned, and returned in cartons provided.

Fees will be applied to missing or damaged equipment.

LESSEE X _____

Please print _____

I acknowledge receipt of equipment as stated on terms.

I have received and read the Rental Policy Guideline and agree to its Terms.

| | |
|-----------|---------|
| RENT | 2414.30 |
| SALES | 150.00 |
| OTHER | 0.00 |
| DW/FEES | 0.00 |
| SALES TAX | 0.00 |
| DEPOSIT | 0.00 |

TOTAL DUE 2564.30

AMOUNT DUE 2564.30

TOTAL PAID 0.00

09/08/17

12:24:49

August 9, 2017

The National Bonsai Foundation
Att. Johann Klodzen

Listed below is the proposal I sent Ms. Cull regarding her event for Ikebana on October 7, 2017.

If both groups were to use the exact same equipment, each group will receive a 25% discount off of the equipment rented. The total now without any of the optional accessories is \$ 2,840.00. With the 25% discount, each group will pay \$2,130.00

A 40 x 60 tent will cover the pavers on the North Terrace. Lighting is necessary. You will need it to see inside the tent and it adds ambiance to the occasion. We recommend indirect lighting with pink gels.

I have included a marquee that connects the building with the tent in the event of inclement weather. Sidewalls for the tent and marquee and heaters. All are listed under optional accessories. A decision must be made by 12:00 noon on October 4 on the accessories.

A breakdown of the proposal is below:

| | |
|--|-------|
| 40 x 60 White Frame Tent on 8 ft. Sides | \$ |
| 2,040.00 | |
| Pink Indirect Lighting on a Dimmer | |
| 400.00 | |
| Safety Package: includes fire extinguishers, lighted Exit signs, and no smoking signs | |
| 250.00 | |
| Delivery/Pickup | |
| <u>150.00</u> | |
| | TOTAL |
| \$ 2,840.00 | |

OPTIONAL ACCESSORIES

| | |
|------------------------------|----|
| Clear Sidewalls for the Tent | \$ |
| 660.00 | |

10 x 80 Connecting Marquee
1,200.00
Water Barrel Anchoring of Marquee
300.00
Globe Lighting for Marquee
200.00
Clear Sidewalls for the Marquee
528.00
Heated Tent and Marquee (worst case scenario)
1,400.00
On-Site Attendant (recommended with heaters)
500.00

Please look over the above proposal. If you have any questions, please give me a call, 301-674-8021.

Allied Party Rentals requires a 50% deposit and the balance is due upon installation.

Please note in the event of a government shutdown, Allied Party rentals will refund your 50% deposit if you cancel 7 days prior to your event. Inside a week you will lose your 50% deposit. If you postpone your event to a later date, we will carry the deposit.

Terry Macfarlane

