

## SHOFUSO ARRANGING PROCEDURES

Office: 215-878-5097

Come around 10:00 a.m. on Friday

Beautiful Shofuso is a lovely respite from the busy city and the perfect environment in which to create and display lovely Ikebana. Our arrangements are meant to quietly enhance this charming place. We hope you enjoy your Ikebana experience there, and that all of our members can arrange there at some point.

Rule One, the most important one, is to always be mindful to take care not to hurt the house in any way while there. We are using water, scissors, plant materials, berries, pollen from stamen-all pose possible harm to tatami mats, wood surfaces or precious painted wall and screen murals. Please be careful!

Rule Two, please be mindful also that Shofuso has its own classes and activities. We must move quietly there, and if you would like to come as a group of more than three, or if you need to change from our usual time, please make sure to okay this with James Webster, Operations Manager at Shofuso: [jwebster@japanphilly.org](mailto:jwebster@japanphilly.org) or 215-878-5097

The following information and photos will be helpful as you take your turn stepping back in time and arrange beautiful Ikebana in Shofuso- have fun!

Materials to bring:

1. Branches and flowers. Light and/or bright colored flowers do best in the darkish interior. Pick materials that will last at least 3-4 days.
2. Hasami/floral scissors, pruner, wire, and dustpan w/brush for clean up.
3. Any 'disposable' mechanics (chicken wire, etc.) that you might need.
4. A towel/paper towels to mop up any spills and clean/dry containers.
5. A trash bag.
6. Socks because you must take off your shoes. Wearing slip-on shoes/sandals are handiest. Please do not walk in your bare feet when in the house.

Materials on site:

1. In the tansu (located in the kitchen), containers, kenzan, mechanics, and bases (pictures of available containers can be seen on the I.I. 71 website, [www.ikebanaphiladelphia.org](http://www.ikebanaphiladelphia.org), from the homepage main menu choice Shofuso Japanese House, then right column 'Click Here' link).
2. Mats to protect tatami and wood floors.
3. Watering can is near outside faucet. Ask staff.

Upon Arrival:

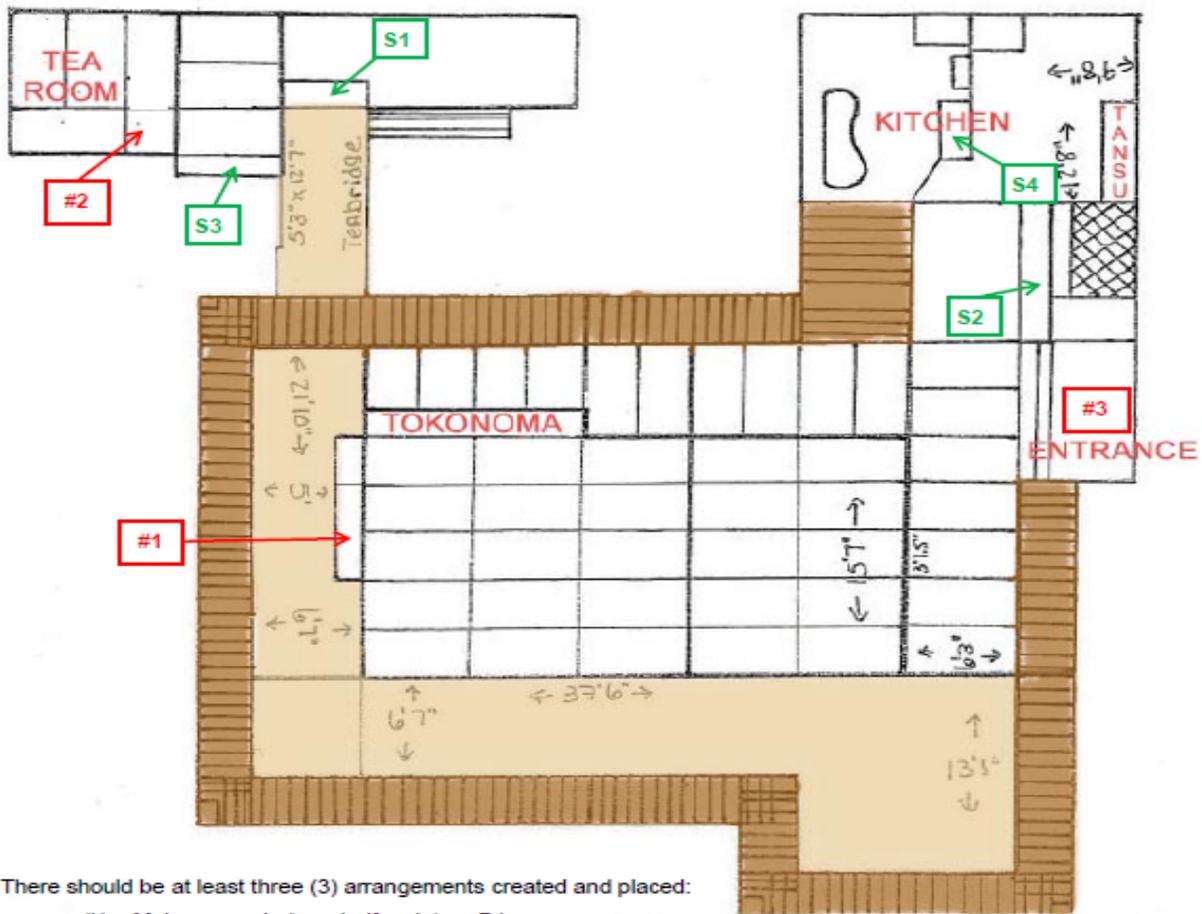
1. Unload car in front of house and then move car to parking area straight ahead.
2. Stop at reception area to let them know you have arrived.
3. Remove your shoes at the entrance, and inspect old arrangements around the house to see if anything is still fresh. You can decide to keep an arrangement intact if it still looks fresh or re-use some of the materials in your new arrangements. Throw away all fading and dead materials. Clean and dry any previous week's container(s) before putting away in the tansu. This may have already been done by Shofuso staff.
4. Plan your arrangements for the window (shelf) to the left of the *tokonoma*, the tea room, and the entrance. ARRANGEMENTS SHOULD NEVER BE PLACED IN THE TOKONOMA OR IN FRONT OF ANY OF THE WATERFALL WALL SCREENS. Tea room arrangement should be appropriate chabana type. Tropical materials would not be appropriate for use at Shofuso, given its age. Our arrangements are there to enhance the house.

5. After selecting the containers, pick out bases to go with them. Please use a base under each arrangement/container and ensure your container is water tight, to protect surfaces.
6. If you have some extra materials (and time), consider making some supplemental arrangements.
7. When you are finished, take your trash out and make sure that all areas are sliding clean and dry.

You can make your arrangements on tables outside the house that will be set up for your use. Most arrangements need to be created in place, so please be very careful with water and plant materials. It is important to clean up carefully as you work. Take a towel along to quickly wipe up any water spills that might occur.

**BATHROOMS:** Portable units are positioned behind the reception/office/gift shop building. Ask the staff. Alternatively, you can walk down the road to the Horticulture Building to use the restrooms there.

### FLOOR PLAN AT SHOFUSO Japanese House and Garden, Fairmount Park, Philadelphia, PA



There should be at least three (3) arrangements created and placed:

- #1 – Main room window shelf – picture P1
- #2 – Tea Room (small arrangement) – picture P2
- #3 – At the Entrance – picture P3

If you have extra flowers or multiple people are arranging, there are some supplemental spots to place arrangements:

- S1 – End of Tea Bridge on shelf (small arrangement) – picture S1
- S2 – Low shelf between Entrance and Kitchen – picture S2
- S3 – Tea Room Prep Area shelf (small arrangement) – picture S3
- S4 – Kitchen Basin – picture S4

**DON'T FORGET TO WEAR SOCKS AROUND THE HOUSE (SHOES AND BARE FEET NOT ALLOWED)**



SHOFUSO STAFF WILL SET UP ANY NECESSARY TABLES. ARRANGE (ON TABLES PLACED) OUTSIDE THE KITCHEN, IN THE LOWER KITCHEN AREA, OR THE OUTSIDE WALKWAY NEXT TO THE KITCHEN WALL, IF NECESSARY.





S1

Supplemental Position 1

Tea Room Entrance



S2

Supplemental Position 2

Kitchen Hallway



S3

Supplemental Position 3

Tea Room Prep Space



S4

Supplemental Position 4

Kitchen

**Chabana**  
 an ikebana arrangement designed to be displayed in a tea ceremony room, or in connection with a tea ceremony. Like the tea ceremony itself, chabana arrangements should be simple, understated, and restrained.