

**SOGETSU IKEBANA QUEENSLAND INC**

**ANNUAL EXHIBITION HANDBOOK**

**March 2025**

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## **1 INTRODUCTION**

This Exhibition Handbook brings together the Association's experience of past successful Sogetsu Ikebana Exhibitions at the Brisbane City Council (BCC) Mt Coot-tha Botanic Gardens Auditorium. It is designed to provide general guidance for the Association's annual showcase. Adjustments will need to be made according to circumstances at the time of each annual event. Key roles needed to deliver a successful event are outlined and suggested timeframes are included but are not prescriptive.

## **2 DIRECTOR'S ROLE**

The Director has overall oversight of the Annual Exhibition and its delivery, with assistance from the Exhibition Committee and the Curator. The Director will also lead a review after the Exhibition to ensure improvements are made for future events.

### **February**

Lead a Management Committee discussion at the February meeting regarding arrangements for the Exhibition including the choice of an exhibition theme, perhaps with input from members prior to the decision. Identify a Curator and Assistant Curator for the Exhibition and provide them with support and proposed timelines (See Attachment 1).

### **March AGM**

Announce the Exhibition theme and Exhibition Curator and Assistant Curator at the AGM.  
Seek Convenors for the roles of:  
Trade Table, Refreshments, Reception, Publicity, Tours, Demonstrations and Workshops.

### **1 - 3 months ahead**

Ensure the Exhibition flyer is approved by the Committee at least 3 months prior to the event.  
Establish and oversee the Exhibition Committee and liaise with the Exhibition Convenors.  
Identify a Guest Speaker to open the Exhibition and request the Secretary issue an invitation.

### **Set-up Days 1 and 2**

Arrange printing of Exhibition Programs for distribution by Reception at the Exhibition.

### **Day 1 Exhibition**

Check the Auditorium microphone and lectern are prepared for the Opening Ceremony.  
Greet the Guest Speaker and Patron at the entrance to the Auditorium.  
Commence the Opening Ceremony and introduce the Guest Speaker.  
Act as MC during the Exhibition to make announcements about demonstrations, tours and workshops and give any updates on events. Seek additional participants for demonstrations and workshops if necessary and direct those with questions about learning Ikebana to current teachers.

## **Day 2 Exhibition**

Continue as MC for the event. Wrap up the Exhibition at closure and thank those participating and volunteering at the event.

## **After the event**

Lead the Committee and Association members in a review of the Exhibition to obtain recommendations for future events.

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## **3 EXHIBITION CURATOR AND ASSISTANT CURATOR**

The role of the Curator is to oversee the organisation of the Exhibition and the quality of the Association's public offering each year. The Curator is responsible for the overall look of the Exhibition, what is on display in the Auditorium and surrounds. An Assistant Curator should provide logistical support to the Curator. In addition, an Exhibition Committee, chaired by the Director, is usually formed to assist the Curator to prepare the Exhibition.

The Exhibition needs to be conducted under the Terms and Conditions of the BCC:

<https://www.brisbane.qld.gov.au/things-to-see-and-do/council-venues-and-precincts/parks/botanic-gardens-in-brisbane/brisbane-botanic-gardens-mt-coot-tha/venue-hire-and-weddings/auditorium-hire-charges-and-terms-and-conditions>

### **4 months ahead**

Update the Exhibition timeline for planning purposes (Attachment 1).

Request members indicate interest an individual or group arrangement (usually 35-40) through the Secretary.

Advise members new to exhibiting how to organise a new plinth of standard size be purchased or to borrow one. A standard plinth has a 40cm square base which is 75cm high. It has a separate 73cm top.

Remind members to use Taubmann's Semi-Gloss Sienna Frost if repainting their plinth.

Prepare an arrangement on the Exhibition Theme to provide graphics for the Exhibition flyer.

Create a draft flyer with assistance from the Webmaster to present to the Committee for approval (Attachment 2).

Once the flyer is approved, request the Secretary arrange printing of 1500 copies at Kwik Copy (\$500 as at 2024), allowing several weeks for printing to be completed. The flyer can then be distributed by the Secretary to members for dissemination.

### **3 months ahead**

Liaise with the Exhibition Committee regarding organisational issues.

Publicity and social media placement can occur once the flyer is available.

### **1 month ahead**

Request Secretary to distribute a Google Docs spreadsheet to request assistance with the various areas of the event – Trade Table, Kitchen, Reception. This document should include the times for demonstrations and workshops to avoid any clash of commitments. Encourage teachers to involve their students as volunteers. Request Convenors invite members directly to volunteer.

Contact the Botanic Gardens Visitor Centre to request the Association be allowed to place flyers and put arrangements in the Visitor Centre two weeks prior to the Exhibition.

Arrange for two members to do those displays, for one week each.

Organise a photographer to photograph all arrangements at the conclusion of Set Up Day 2.

### **3 weeks ahead**

Request the Secretary to send all members who have indicated their participation complete a one-page form (Attachment 3) with their arrangement details, including a sentence describing the arrangement (for Tour Leaders) along with a drawing of the arrangement. This form should be emailed to the Curator by the date set. This includes group arrangements. Remind participants about painting their plinth.

### **2 weeks ahead**

Request the Publicity Officer erect the yellow Exhibition banner be hung on the fence at least a week prior to the exhibition and the white Exhibition banner during the Set Up days.

Invite an experienced member to provide a Welcome arrangement at the Auditorium entrance. Shoji Screens are needed as backdrops for the exhibition space. These need to be organised to be brought to the venue. As of 2024, Ikuko has 4 Association screens. Others are held privately by: Catherine (1), Venisher (2), Wendy (2), Ikuko (4), Masako (1).

Consider any Japanese decoration elements for the Exhibition space.

If Relief Works are included, consider how these will be displayed.

Organise the music and the portable PA system for the event. As of 2024, Ikuko currently holds these items.

Request the return of Arrangement Forms from participating members.

### **1 week ahead**

Once the participants' forms are received, set out the plan for the Exhibition space in the Auditorium using numbers to designate the position of arrangements. This is best done on graph paper (Attachment 6).

Prepare the Exhibition Program including the members' names and title of each arrangement along with the cost of entry and the times for the demonstrations, tours, and workshops.

Check that teachers wish their name to be included and review current contact details. Provide this document to the Director who will arrange printing of 500 copies.

Organise cards for each plinth with the number, name of the artist/s and flower name/s. (In 2024 Ikuko arranged this).

Collate the information about the arrangements on display for the Tour Leaders' information sheet from the emailed summaries provided by participants.

**1 day ahead of Set-up (Wednesday)**

Obtain the key from the Visitor's Centre during opening hours and pay the deposit (\$55 in 2024) on your personal credit card. This deposit will be refunded 10 days after you return the key. (Keep the key secure during the Exhibition. The key can be returned to the Return Box outside the door of the Auditorium on Sunday afternoon.)

**Set-up Day 1 (Thursday)**

Turn on lights in the kitchen cupboard and at the far end of the auditorium. Lay out the Auditorium according to your plan using numbered sheets of paper and tape on the floor. Provide a Floor Plan at reception for members.

**Set-up Day 2 (Friday)**

Place a card on each plinth with the number, flower name and the name of the artist/s. Assist members with questions about their arrangements. Remind participants that they need to check their arrangements each day. Ensure Sogetsu Notice Boards are placed outside the Auditorium. At the close of day, check all arrangements for completeness and organise floor clean up. Arrange photos of all arrangements once the auditorium is ready.

**Exhibition Day 1 (Saturday)**

Join the Director in meeting the Guest Speaker and Patron for the Opening Ceremony. Attend to any last-minute issues which arise during the day.

**Exhibition Day 2 (Sunday)**

Supervise the return of the Auditorium to its clean, empty status. Place the key in the Return Box outside the Auditorium.

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**4 SECRETARY**

The role of the Secretary is to keep members informed about the various steps required to deliver the Exhibition and prepare signs and documentation as required for the event.

**3 - 4 months ahead**

Arrange printing of 1500 copied of the approved Exhibition Flyer at Kwik Copy (\$500 in 2024). Provide each teacher with 20 - 100 copies of the Exhibition Flyer, depending on the number of their students, with several hundred extra copies allocated for Japanese cultural events. Encourage members to approach local shops, libraries and local community noticeboards to accept flyers. Flyers can also be taken by members when demonstrating at other groups. Request members wishing to exhibit at the Exhibition advise the Curator.

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Send invitation to the proposed Guest Speaker and Patron for the Opening Ceremony.  
Create a Google Docs spreadsheet to record volunteers for the Exhibition.  
Create a form for submission of the Arrangement sketch (See Attachment 4).  
Ensure members are kept up to date about preparations for the Exhibition.

### **6 weeks ahead**

Distribute the Volunteer list on Google Docs to all members.  
Request Trade Table items, including the paperwork required from members. (Attachment 4)  
Advise past members of the Trade Table sales opportunity and offer assistance to facilitate delivery of Trade Table items.

### **1 month ahead**

Prepare a flyer about the Hands-On Workshop and 20+ tickets for each Exhibition Day.  
Send out request to collect information about each arrangement on behalf of the Curator.

### **2 weeks ahead**

Confirm arrangements with the Guest Speaker regarding the Opening Ceremony.  
Request food donations on behalf of the Refreshments Convenor.  
Organise car parking behind the Auditorium for volunteers.

### **1 week ahead**

Remind members about the Trade Table submission and request they email the Treasurer to provide bank details to facilitate refunds for Trade Table items sold. Request donations of wrapping paper for the Trade Table. Assist with printing of any handouts and signs.

### **Set up Day 1 and 2**

Ensure members sign into the Attendance Book each day.  
Provide signs for Reception area, Workshops and Demonstrations.

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## **5      TREASURER**

The role of the Treasurer is to manage the handling of payments at the Exhibition and refund commissions for sold Trade Table items after the event.

### **1 month ahead**

Rent EFTPOS machines from the bank.

### **1 week ahead**

Organise a cash float and collect from the bank. An additional financial approver (Director or Secretary) also needs to be present at the bank.

### During Exhibition

Each morning prepare EFTPOS machine and float for each area (i.e. Reception, Kitchen and Trade Table). Below are the cash denominations used in 2023 - 2024. The float may need to be adjusted depending on the charges for each area. Place the float in a cash box for each area.

#### Reception

Denomination	Quantity	Value
\$10	6	\$60
\$5	8	\$40
<b>Total</b>		<b>\$100</b>

#### Kitchen

Denomination	Quantity	Value
\$10	4	\$40
\$2	15	\$30
\$1	30	\$30
<b>Total</b>		<b>\$100</b>

#### Trade Table

Denomination	Quantity	Value
\$20	5	\$100
\$10	12	\$120
\$5	10	\$50
\$2	10	\$20
\$1	10	\$10
<b>Total</b>		<b>\$300</b>

At the end of the day, conduct settlement on each EFTPOS machine and collect cash from each area with checking and signoffs from 2 members.



### **Post Exhibition**

Email a copy of cash intake signing sheets to a second financial approver (Director, Secretary) for completion.

Liaise with Trade Table convenor to do final account checking and complete container refunds for those who have items sold at the Trade Table.

Email each person who had items sold at the Trade Table when container refunds are paid into respective private bank accounts.

Prepare income and cost breakdowns for the Exhibition.

Return float and deposit cash intake to the bank account.

Return EFTPOS machines to the bank.

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## **6 WEBMASTER**

The role of the Webmaster for the Exhibition is to create content and promote the event through the Association's media channels.

### **3-4 months ahead**

Assist Exhibition Curator with design of the Exhibition Flyer.

Place flyer on social media sites and pin them to maintain their prominent position.

Set up an event on Facebook to Save the Date and update as required.

Advise Webmaster of Qld Council of Garden Clubs about Exhibition for their Events website.

Ensure weekly updates continue to appear prior to the exhibition.

### **During the exhibition**

Continue to advertise the Exhibition.

### **After the Exhibition**

Provide continuing coverage of the arrangements in the Exhibition on social media for as long as feasible after the event has concluded.

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## **7 THE ROLE OF CONVENORS FOR THE EXHIBITION**

Some key elements in the organisation of a successful Exhibition need leadership and co-ordination. The role of Convenors is to facilitate those key activities and help enlist volunteers to assist. It does not require full time attendance at the Exhibition by the Convenor. Rather the Convenor should help the relevant team of volunteers to fulfil the organisational responsibilities of that role before and during the Exhibition. This includes preparing a roster of volunteers, ensuring all materials required for the area are obtained and briefing volunteers on their roles.

Volunteers usually take 2-hour shifts. All volunteers should wear their Association name badge so members can be easily identified by visitors. Volunteers are offered free tea and coffee from the Refreshment area but pay for their own food.

## **8 PUBLICITY CONVENOR**

The role of the Publicity Convenor is to promote the event as widely as possible to prospective audiences through media and advertisements. This role will create interest in, and develop information and stories about the event.

### **From 3 months ahead**

Advise the following organisations about the Exhibition. Maintain contact to provide articles where relevant.

- Cultural Section, Japanese Consulate-General's Office for Consulate Updates
- Living in Brisbane brochure (Monthly edition)
- BCC – What's on in Brisbane calendar
- Brisbane App – BCC
- Brisbane Botanic Gardens
- Weekend Notes
- Australia/Japan Society Qld
- Japanese Club of Brisbane Inc.
- Australia/Japan Foundation
- BCC Ward Offices
- 4BH and 612 ABC
- Northwest News
- Courier Mail Saturday edition
- Key contacts at QAGOMA
- Lily Karmatz (ex-member who has "art" contacts)
- The Local Bulletin
- Key contacts of relevant local Garden Clubs who are members of QCGC

### **Just prior to the event**

Organise Sogetsu Ikebana banners be raised outside the Mt Coot-tha Botanic Gardens entrance to advertise the event.

### **After the Exhibition**

Collect and store the Exhibition banners and signs.

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## **9 CONVENOR, TOURS, DEMONSTRATIONS AND WORKSHOPS**

The role of this Convenor is to coordinate volunteers for Demonstrations, Tours and Hand-On Workshops and assist those members to deliver quality outcomes for visitors.

### **2 - 3 months ahead**

Coordinate a roster of volunteers for 2 demonstrations (four demonstrators each session), two tours and one hands-on workshop (with 2 assistants) for 20+ people for each day.

Brief demonstrators on time requirements and other aspects of their role.  
Assist with materials and containers as required.

### **Set-up Days 1 and 2**

Ensure demonstration and workshop areas are set up with tables and chairs.  
Arrange hands-free mics and an MC for demonstrations.  
Ensure equipment and information on exhibition arrangements for Tour Leaders is available.

### **During the Exhibition**

Monitor progress of events and assist with replacing presenters who cannot attend.  
Ensure demonstration and workshop areas are tidied up on completion.

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## **9.1 DEMONSTRATION PARTICIPANTS**

### **Before the Exhibition**

Provide demonstration co-ordinator with a plan for your arrangement.  
Prepare a container, materials and scissors for your arrangement. The arrangement should take about 12 minutes to complete. Practice completing the arrangement from behind beforehand to ensure good time management.

### **During the Exhibition**

Wear a black outfit to do the Demonstration.  
Arrive early at the Demonstration area to prepare the materials on a tray with your container, scissors and a small basin with water. Obtain a mic.  
Describe the arrangement to the audience using the mic as you work. Respond to audience questions during and after the demonstration.  
Once the demonstrations are completed, tidy your container and materials away before the space is required for other activities.

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## **9.2 TOUR LEADERS**

### **During the Exhibition**

Collect the summary of individual and group arrangements from the Exhibition Curator and plan the tour.  
Obtain a flag or similar sign to carry to allow visitors to locate the Tour group.  
Collect your group from Reception and take them through the Exhibition, explaining the arrangements and responding to questions.

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### **9.3 WORKSHOP LEADERS**

#### **Before the Exhibition**

Devise an arrangement for your Workshop and provide the Convenor with a plan.  
Collect sufficient containers and materials for 20+ participants. Materials for a couple of extra participants (beyond 20) should be considered as sometimes people arrive in small groups.  
Enlist 2 assistants to support you and the participants with creation of their arrangement.

#### **During the Exhibition**

Wear black clothes for the workshop.  
Provide the front desk with a sample arrangement to advertise your workshop on the morning the workshop.  
Set up the containers and materials for the 20+ participants along with scissors and water.  
Collect the registrations for your workshop from Reception.  
Outline the Workshop arrangement for your audience and provide a demonstration.  
With help from your assistants, encourage and assist participants to complete their own creation that they can then take with them.  
Once the workshop is completed, tidy the workshop area.

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## **10 TRADE TABLE CONVENOR**

The role of the Trade Table Convenor is to oversee the collection beforehand then manage sale of suitable items relevant to Ikebana during the Exhibition. After the Exhibition it is necessary to reconcile commissions for sold items in conjunction with the Treasurer.

### **6 weeks ahead**

Provide the Trade Table documents to the Secretary (Attachment 4).  
Request the Secretary to send the documents to the members and past members. A reminder should be sent 1 week before the Exhibition.  
Collect wrapping materials - ask members to assist.  
Prepare stationery (pens, scissors, cello tape, staplers and blu-tack etc)  
Recruit volunteers and prepare a roster for each session. Organise 4 volunteers - 1x cash payment, 1x credit card and 2 sales assistants for the first morning as this is the busiest time.  
During the rest of the Exhibition, 2 volunteers are sufficient to assist with sales.  
Advise members of the times on Set Up Day 2 (Friday) when Trade Table items will be accepted.

### **Set-up Day 2**

Prepare 3-4 tables for the items and 2 tables for the wrapping area. Optional - 4 chairs.  
Liaise with the Exhibition curator regarding the setup.  
Accept the sale items with assistance from volunteers at times you have advised and stowaway

inside the hall overnight.

Make sure that the paperwork provided by members matches the items for sale.

### **Exhibition Day 1**

After venue opens at 8am, place the sale items on the table, collect the EFTPOS machine and float from the Treasurer and cover the items until 11.30am after the Demonstration.

Brief volunteers on their roles during the Exhibition.

Record sale item details required for the commission payment for all transactions.

At the end of the day, count the cash intake, put aside the float in the cash box for the next day and hand over the remaining cash to the Treasurer with signoffs. Keep the credit card payment receipts to check against the record of credit card sales.

Hand over the cash box and EFTPOS machine to the Treasurer.

Stow sale items back in the hall for safe keeping.

### **Exhibition Day 2**

Receive the float and EFTPOS machine from the Treasurer. Place the sale items out for sale from 10.00am.

After 12pm consider offering discounts? Check with sellers.

At 3pm, start tidying up the rubbish and wrapping materials

At 4pm, count the cash intake, put aside the float in the cash box and hand over the remaining cash to the Treasurer with signoffs by the Convenor and a volunteer. Keep the credit card payment receipts to check against the record of credit card sales. Hand over the cash box and EFTPOS machine to the Treasurer at the completion of the Exhibition.

Leftover items must be collected by the sellers. Crosscheck with paperwork

### **Post Exhibition**

Finalise the spreadsheet / reconciliation and forward to the Treasurer.

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## **11 RECEPTION CONVENOR**

The role of the Reception Convenor is to oversee the operation of the Reception Desk to welcome attendees, collect fees and provide them with information about the Exhibition.

### **Before the Exhibition**

Recruit volunteers and organise a roster of the required number of volunteers greeting visitors to the exhibition for each 2-hour shift. This should include 1 volunteer each for the cash box and EFTPOS machine and an additional floating volunteer to answer questions on Day 1. Brief volunteers on their tasks in addition to welcoming guests, collecting fees and inviting them to the exhibition.

Accept the cash float and EFTPOS machine from the Treasurer and coordinate handling of money at the Reception Desk at least a half hour before the opening of the Exhibition.

Ensure there is printed material and signage for the front desk. This includes signage for the door about cost of entry and a large display of the daily program on the table. The printed Exhibition Program should include a full list of Exhibition arrangements and active teachers with contact details.

Arrange samples of the hands-on workshop arrangement from the day's Workshop leader for the front desk.

### **During the Exhibition**

Ensure there are sufficient volunteers welcoming guests to the exhibition

Warmly welcome visitors and collect entry fees. Keep a tally of visitors (Attachment 5).

Promote the hands-on workshops and collect workshop fees.

Assist with additional queries from visitors especially regarding learning ikebana.

At 4pm, count the cash intake, put aside the float in the cash box for the next day and hand over the remaining cash to the Treasurer with financial signoffs by the Convenor and a volunteer.

Tidy up Reception area at the end of each day.

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## **12 REFRESHMENTS CONVENOR**

The role of the Refreshments Convenor is to oversee the provision of food and beverages to those attending the Exhibition and collect payments for those purchases.

### **Before the Exhibition**

Organise a roster of the required number of volunteers for each 2-hour shift with additional volunteers at lunch time.

Set up the kitchen to facilitate the sale of food and beverages.

Request donations of home-made and bought food from members through the Secretary.

Request members label donations with their name and the contents. Gluten free food should also be labelled.

Purchase milk, tea and coffee, plates, cups, bowls and spoons.

Arrange preparation of Miso soup if required.

Ensure signage is available to advise visitors of prices of food and drinks for purchase

Discuss the positioning of tables for attendee use with the Curator both inside and outside the Auditorium.

### **Exhibition Day 1**

Accept the cash float and EFTPOS machine from the Treasurer at least half an hour before the opening of the Exhibition.

Ensure there are sufficient volunteers for each shift especially at lunch time. Explain their roles and the food and drink offerings.

Offer free tea and coffee to Exhibition volunteers. Volunteers pay for their food.

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At the end of the day, count the cash intake, put aside the float in the cash box for the next day and hand over the remaining cash to the Treasurer with signoffs by the Convenor and a volunteer.

Hand over the cash box and EFTPOS machine to the Treasurer.

### **Exhibition Day 2**

Purchase additional food or perishables if required.

At the end of the day, count the cash intake, put aside the float in the cash box and hand over the remaining cash to the Treasurer with financial signoffs by the Convenor and a volunteer.

Hand over the cash box and EFTPOS machine to the Treasurer.

Ensure the kitchen is clean and tidy

**Attachment 1: Exhibition Timeline – Summary of key dates**

<b>Timing</b>	<b>Action required</b>
<b>4 months prior</b>	Exhibition theme agreed. Curator and Assistant Curator appointed
<b>3 months prior</b>	Flyer designed and created Convenors of various activities identified and Committee formed Members express interest in exhibiting Flyers distributed to teachers, members and at events Social media and publicity commence Guest Speaker and Patron for Opening Ceremony invited
<b>6 weeks prior</b>	Google Docs spreadsheet distributed to collect volunteers' names Members and past members invited to sell containers at trade table
<b>1 month prior</b>	Discuss placement of flyers and arrangements in Mt Coot-tha Visitors Centre 3 EFTPOS machines organised with bank
<b>3 weeks prior</b>	Exhibitors provided with arrangement form to complete and return
<b>2 weeks prior</b>	Japanese screens, music, PA system, banners organised Labelled food donations requested from members Wrapping paper for Trade Table requested Arrangement and flyers placed at Mt Coot-tha Visitor Centre
<b>1 week prior</b>	Visitor handout completed and printed. Reception signs and workshop materials prepared Kitchen non-perishables purchased Trade table materials purchased eg staplers, tape etc Cash float collected List of volunteers supporting each activity published Car parking for volunteers organised
<b>Set up Day 1 Thursday</b>	Floor plan set out for Exhibition. Reception, Kitchen, Demonstration, Workshop and Trade Table areas set up with table and chairs Refreshment perishables purchased
<b>Set up Day 2 Friday</b>	Exhibitors' arrangements completed. Name tags added. Final check and clean-up of the Auditorium. Photos taken late afternoon Trade table sale items accepted.
<b>Exhibition Day 1 Saturday</b>	Food donations accepted by the kitchen EFTPOS machines and cash boxes distributed Opening Ceremony conducted by Director. Demonstrations, tours and workshops conducted during the day at specified times. Cash taking and EFTPOS receipts balanced at 4.00pm
<b>Exhibition Day 2 Sunday</b>	Demonstrations, tours and workshops conducted Clean up of Auditorium completed Cash takings and EFTPOS receipts balanced at 4.00pm
<b>Post Exhibition</b>	Trade table refunds are disbursed minus the commission. Treasurer completes financial analysis of exhibition. Review of exhibition undertaken by Committee



Attachment 2: Sample Exhibition Flyer



Splendour of Spring

Aug 31-Sep 01, 2024

Sogetsu Ikebana  
Exhibition

The Director and Members of Sogetsu Ikebana Queensland Inc. have pleasure in announcing their annual exhibition of Ikebana - the elegant art of Japanese flower arranging.

**When**

Saturday 31 August 10am-4pm  
Sunday 01 September 10am-4pm

**Where**

Brisbane Botanic Gardens, Mt Coot-tha Auditorium  
Mt Coot-tha Road, Toowong, Brisbane.

The exhibition will be opened by  
Consul-General of Japan Mr Junji Gomakubo on  
Saturday 31 August at 10:15am.

- Admission \$5
- Free Ikebana demonstrations 10:30am and 1:00pm daily
- Guided tours of the exhibition 11:30am and 2:30pm daily
- Hands-on workshops at 2pm daily (\$10)
- Refreshments available for purchase
- Ikebana containers and related materials available for purchase from 11:30am.

For more information please contact The Secretary on: [Helencooks@bigpond.com](mailto:Helencooks@bigpond.com)



Sogetsu Ikebana Queensland Inc.  
[www.ikebanabrisbane.org.au](http://www.ikebanabrisbane.org.au)  
[www.facebook.com/ikebanabrisbane](https://www.facebook.com/ikebanabrisbane)  
[www.instagram.com/sogetsu.ikebana.qld.inc/](https://www.instagram.com/sogetsu.ikebana.qld.inc/)

**Attachment 3: Exhibition Design Sketch Form**

Exhibitor's Name: \_\_\_\_\_ Flower Name: \_\_\_\_\_

Title of the Arrangement: \_\_\_\_\_

Materials: \_\_\_\_\_

Measurements: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Please note that the plinth tabletop measures 73cm square.

Can the arrangement be viewed from 360 degrees? Circle Yes/ No

How should the Tour Guide describe your arrangement? How does it relate to the theme?

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Draw your sketch of the arrangement below

Please scan or photograph this document and email it to the Exhibition Curator at (insert email address) by (insert date).

#### **Attachment 4: Sample Trade Table documentation**

##### **New and Used Vase Sales and other Ikebana materials**

Once again members will have the opportunity to sell their pre-loved used vases at the Trade Table at the Sogetsu Annual Exhibition. So, it's now time to begin selecting the vases from your collection that you would like to sell. Check if there are cracks or leaks. List a fair price. Please note that 15% commission will be taken on all used vase sales by the Association.

If you are a member, and a potter who makes Ikebana vases, you are invited to submit a maximum of four new vases for sale on the Trade Table. Please note that on these new sales 30% commission will be taken by the Association.

##### **Trade Table Submissions**

Below are the requirements for those members who wish to sell their items at the Trade Table. Please attach a sticker on each item clearly showing your initials, an item number and the price. The label's size and colour can be your choice. See example below.



“MM 2 \$30” Masako Morrison, Item number, Price

If you are submitting new vases as a potter, please attach a sticker on each item showing your initials, an item number, price and “NEW” on an additional sticker. The label's size and colour can be your choice. See example below.



“MM 3 \$220” “NEW” Masako Morrison, Item number, Price and New item

Each item must have the item number, and its price listed on your Trade Table Sale Sheet. (Please see attached). Make sure you put your full name at the top of your Trade Table Sale Sheet

All items together with the completed Trade Table Sale Sheet must be delivered to the Mt Coot-tha Auditorium to the Trade Table Convenor either on Set-Up Day 2, or if the Convenor is available, the person assigned to receive the items.

Unsold items must be collected on Sunday afternoon by 4.00pm.

At the end of the exhibition, the total sales amount will be handed to the Treasurer, and each member's sale revenue, less commission, will be transferred the seller later.



**Attachment 5: Exhibition Visitor Attendance Sheet**

**Date:**

<b>Time</b>	<b>Exhibition Attendance</b>	<b>Exhibition Attendees per session</b>	<b>Workshop Registration</b>
10.00 am			
10.30 am			
11.00 am			
11.30 am			
12.00 pm			
12.30 pm			
1.00 pm			
1.30 pm			
2.00 pm			
2.30 pm			
3.00 pm			
3.30 pm			
<b>4.00pm Daily Total</b>			

Totals by session

**10.00am – 12.00pm** \_\_\_\_\_

**12.00pm – 2.00pm** \_\_\_\_\_

**2.00pm – 4.00pm** \_\_\_\_\_

Attachment 6: Mt Coot-tha Botanic Gardens Auditorium Sample Plan

