

Workshop and Lesson Etiquette

1. Arrive on time and find your assigned seat at a table.
2. Prepare work area:
 - Fill container and cutting dish with water, place kenzan.
 - Place clippers, towel, paper and pencil on table. Please place your clippers on a towel. Everyone in the class banging their clippers on the tables is very distracting to the serenity we seek when arranging.
3. If materials have been handed out, place them in water and put on the floor. Please do not help yourself to materials unless directed to do so.
4. Pay the treasurer the workshop fee, if you have not already done so.
5. Visit with the other members, but be seated and ready to start on time.
6. As a courtesy to the professor (sensei) and students, please **DO NOT TALK** during the demonstration and arranging session. **DO NOT** start working until the demonstration is completed.
7. Raise your hand and quietly ask to receive help from the sensei if you need assistance.
8. Throughout the entire workshop, communicate with the materials and nature, **and only quietly and infrequently with your neighbor**. There will be plenty of time to socialize during lunch.
9. When your arrangement is completed and ready take a number for correction; they are on the head table. Prepare for the professor's corrections by:
 - Cleaning your work area.
 - Placing scissors in front of arrangement
 - Let the professor sit down in front of your arrangement and stand to his/her left
10. Observe the professor correcting the other arrangements until he/she gets to yours.
11. Write the correction down in your notes.
12. **Do not take apart your arrangement until all arrangements have been corrected.**
13. Please have someone take a picture of your completed arrangement before taking it apart.
14. As a sign of respect and honor, please refer to all the senseis present as "sensei". If more than one sensei is present then, sensei followed by their name is appropriate.

At the completion of the entire workshop/lesson, please clean up your work area and offer to help those leading the session to clean up the materials and supplies.