



*f*ILOLI

**HOME FLORAL  
DESIGN  
CERTIFICATE  
PROGRAM**

**STUDENT  
HANDBOOK**

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*A Site of the*  
**National Trust for  
Historic Preservation**

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## FORWARD

Welcome and congratulations on your decision to enroll in the Filoli Home Floral Design Certificate Program. The following handbook provides you with program guidelines, procedures and general information as you work towards completing your certificate in Home Floral Design.

If at any time you have questions about the program, class content, materials lists, etc. please contact the Education Office at:

Email: [classes@filoli.org](mailto:classes@filoli.org)  
Phone: 650.364.8300 x263

## ABOUT FILOLI

Filoli is a property of the National Trust for Historic Preservation. Designed and built between 1915-1917, during the Golden Age of the early 20<sup>th</sup> century, Filoli is the longest surviving country estate on the peninsula. Opened to the public in 1976, Filoli features a 54,000 square foot modified Georgian revival residence, a 16-acre English Renaissance style garden and over 600 acres of woodlands set against the dramatic backdrop of the Santa Cruz Mountains. The unique setting of Filoli is a wonderful venue for the arts and artists, providing inspiration and a variety of resources.

### **Mission Statement**

Filoli is dedicated to the preservation, interpretation and stewardship of the cultural traditions and nature history of this country estate for public education and enjoyment.

## PROGRAM INTRODUCTION

The Filoli Home Floral Design Certificate Program provides students with an overall understanding of flower arranging through comprehensive hands-on courses on techniques, color theory, arrangement shapes and styles using different containers and special occasion arrangements. A Certificate of Completion is given to all student completing all required classes and three elective classes of their choosing. The Floral Design program at Filoli not only teaches students how to create stunning arrangements, it provides them with lifelong skills they can use for personal and professional endeavors.

## THE PROGRAM

In order to receive a Certificate of Completion students must:

1. Complete all four (4) required classes
2. Complete all homework assignments
3. Complete three (3) elective classes
4. Prepare and submit a final project

It is recommended that students complete all course work within 2 - 4 years however there is no time limit on completion.

## CLASSES

Prerequisites, if any, are listed under the class title.

### **Required Classes:**

- Beginning Floral Design
- Floral Design Styles  
*Prerequisite: Beginning Floral Design or equivalent experience*
- Ikebana: Introduction to Moribana
- Floral Design Themes  
*Prerequisite: Floral Design Styles or equivalent experience*

### **Elective Classes:**

- A variety of elective classes are planned each year. Please go to our website for programming details.

## CLASS DESCRIPTIONS

Class descriptions are available on our website or can be requested by contacting the Education Office.

## MATERIALS LISTS

Class materials lists are available upon registration, can be downloaded in advance from our website [www.filoli.org/calendar](http://www.filoli.org/calendar) under the course description or by contacting the Education Office.

## **INSTRUCTORS**

Instructor biographies are available on our website or can be requested by contacting the Education Office.

### **Primary Instructors**

Wendy Morck

Email: wendy@morckfamilylaw.com

Katherine Glazier

Email: kglazier@sbcglobal.net

### **Yearly Visiting Instructor**

Jane Naito – Ikebana

Email: ikebana\_now@icloud.com

Each year there will be additional visiting instructors scheduled. Please check our website for a complete list of programs.

## **FINAL PROJECT**

All students who wish to receive a Certificate of Completion must submit a final project.

- The final project will be a large themed arrangement
- Themed arrangements will be discussed and demonstrated during Session 4 Interpretations and Themes: Designs for Special Events
- Discuss your theme with the instructor before starting.

## REGISTRATION

### ENROLL IN THE PROGRAM

- Students who wish to enroll in the Certificate Program must do so by completing a Program Enrollment Form available for download on our website, [www.filoli.org](http://www.filoli.org), or can be picked-up in class.
- Enrollment in the Certificate Program includes a student binder, classroom materials and handouts.
- While enrollment in the program is not necessary to register for any of the classes, it is necessary if the student wishes to have his/her attendance tracked and ultimately complete the program.

### REGISTER FOR CLASSES

Online: Go to [www.filoli.org](http://www.filoli.org), Education Page, Floral Design Section  
Phone: Member Services at 650.364.8300 x508

## HOMEWORK

### Required Classes

- Homework assignments are given in class and are expected to be completed and turned in at the next class.
- All homework assignments, including make-up and re-submittal assignments, given during the year must be completed by years-end. Exceptions will be considered on a case-by-case basis by the primary instructors. **If the homework is not successfully completed within the year, and no exception was granted, the student will not be given credit and must register for the class again.**

### Elective Classes

- Guidelines for successful class completion will be determined by the instructor.
- Students will be given evaluation criteria and be asked to show their work at the end of class.

## PREREQUISITES

- Some of the classes offered have prerequisites and are noted on the class schedule.
- Prerequisites must be completed. There will be no exceptions.

## ATTENDANCE

- Plan on arriving 15 minutes before class is scheduled to begin. Late arrivals are disruptive to the instructor and other students.
- Students can miss one (1) session per class, (1/2 day required), but not the first session.
- Absences should be arranged in advance with the instructor.
- Students are responsible for completing homework assignments of the missed session in order to complete the class.

## KEY CONTACT INFORMATION

Filoli  
Education Office  
86 Cañada Road  
Woodside, CA 94062  
www.filoli.org

### Education Office

Louise Freeman, Education Program Supervisor  
Email: classes@filoli.org  
Phone: 650.364.8300 x263

### Member Services

Email: membership@filoli.org  
Phone: 650.364.8300 x508

## FILOLI LIBRARIES / RESOURCE MATERIALS

There are two libraries at Filoli, the Friends Library and the Sterling Library. Both are upstairs in the main house.

The **Friends' Library** is a circulating library and all materials are available to members of the Friends of Filoli. The collection includes books on horticulture, botanical art, floral design, gardening, landscape design and California history as well as videos and DVDs on Filoli's history and copies of movies filmed at Filoli. There is a VCR/DVD player in the library which is available for use as long as it doesn't disturb other library visitors. The Friends Library is open Tuesdays and Thursdays 10:00 am – 2:00 pm.

The **Sterling Library** contains an excellent collection of books and prints (some rare) focused on horticulture, landscape, decorative arts and botanical art. Use of this library for research and enrichment is encouraged. The Sterling Library is by appointment only. To make an appointment contact Julie Bly DeVere at:

Email: curator@filoli.org  
Phone: 650.364.8300 x205