

Associates of the Scott Arboretum Floral Arrangement Requests

If you enjoy the weekly arrangements on campus created by Scott Arboretum volunteers consider accenting your college function with an arrangement. These creations will add unique beauty to your event and make special souvenirs of the occasion. They are original, seasonally inspired, sustainable, and are an intimate reflection of the Scott Arboretum and the seasons.

Guidelines

- Table arrangements are created by volunteers from materials representing the Arboretum. The contents, colors, and materials are selected at the discretion of the arrangers.
- We can provide up to 5 arrangements per request/event.
- Requests must be made a minimum of 2 weeks prior to the event to allow time to coordinate our volunteer flower arrangers. **A confirmation will be sent after request volunteers are confirmed.**
- Arrangements are to be picked up from the Wister Center on the agreed upon date and time.
- We request a \$50 donation per arrangement to the Arboretum to support our programs.
- Arrangements and vases are yours to keep; please give them to members of your event or remove them.
- Arrangements are available to college community only for college events or functions held on college property.

Date Requested: _____

Event: _____

Event Date/Time: _____

Event Location: _____

Requested by: _____

Extension: _____

E-mail: _____

Department: _____

Number of Arrangements: _____

Circle One:

All around

One-sided

Notes:

Arrangement picked up from Wister Center (Date and Time): _____

Arranger(s): _____

*Donations may be by check (payable to Scott Arboretum of Swarthmore College), by credit card, or through an interdepartmental transfer (journal transfer) to Scott Arboretum general fund 22805 of such transfer within one week of the event. Please notify jwest2@swarthmore.edu of such a transfer.

Updated June 2023