
The Arnold Arboretum of Harvard University

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Descriptive Summary

Repository: Archives of the Arnold Arboretum of Harvard University, Jamaica Plain, MA 02130
Call No.: I G-6 PSG
Location: Archives
Title: Plant Sale and Giveaway records
Creator: Arnold Arboretum of Harvard University
Quantity: 12 linear inches, 1 box
Language of material: English

Abstract: This collection consists of materials related to the planning and execution of the Arboretum Plant Sale and Giveaway to Members during the thirty-four years of its existence. In 2010 the format was changed and the activity reverted from a sale of plant material to its original intent which was a distribution of plants to members of the Friends of the Arnold Arboretum. Materials include correspondence, meeting notes, financial records, and plant descriptions, as well as final drafts of the catalogs produced for each sale. The collection ranges from 1973-2009, with materials from 1998-2000 being particularly replete.

Note: Access to Finding Aid record in Hollis Classic or Hollis.
Preferred Citation: Plant Sale and Giveaway records, 1973, 1978-. Archives of the Arnold Arboretum of Harvard University.

Processing Information


Acquisition Information

Provenance: The materials were created and assembled throughout the administration of the Arnold Arboretum’s annual plant sale and distribution event. Additional materials documenting plant sales 1990-2007 deposited by Steve Schneider, June 24, 2013.

Terms of Access

Researchers seeking to examine archival materials are strongly encouraged to make an appointment. The Director, or an office of origin, may place restrictions on the use of some or all of its records. The extent and length of the restriction will be determined by the Director, office of origin, and the Archivist.

Terms of Use
The Arnold Arboretum giveaway of woody plants began as a member benefit in 1970 and was held at Arboretum's Case Estates property in Weston, Massachusetts. Initially the plant offerings consisted of surplus material. In 1980, a plant sale became a feature of the annual plant giveaway. The sale was originally only for Friends of the Arboretum, but eventually included other botanical organizations such as the Rhododendron Society, New England Bromeliad Society, and the Massachusetts Horticultural Society, and eventually an auction for the general public organized and managed by the independent Association for the Arnold Arboretum. Though the sale underwent several modifications, the basic structure remained the same. Members were permitted earlier entrance to access their giveaway plants and peruse the sale offerings, with the public allowed to join them later in the morning. In 2002, the sale once again became a members-only event. The schedule was significantly modified based on membership levels, and the overall size of the event was considerably scaled down. In 2004, the activity was moved from the Case Estates to the Arboretum in Jamaica Plain. In 2009 the Arboretum held its last Plant Sale, transitioning the event in 2010 back to a giveaway of plants as a member benefit. Eliminating the retail component of the event enabled the Arboretum to maintain compliance with IRS guidelines regarding charitable contributions and disclosure of quid pro quo goods, while mitigating the cost of the event overall.

The specific contents of this collection vary from year to year, but typically include materials saved during the annual production and execution of the event that give a broad look at the planning, execution, and evolution of the event from a members-only benefit giveaway to a public sale and back again. Correspondents include staff members Peter Shaw Ashton,

Scope and Content
The records range from 1973-2009, with materials from 1998-2000 being particularly replete and include correspondence, financial records, photographs and slides, meetings notes, literature distributed to sale attendees, plant information, pre- and post-event publicity, schedules, and task lists.

Arrangement
The collection is arranged chronologically in one series.

Container List

Folder
1: 1973, Case Estates, photographs

- Crowd outside barn
- Plants outside barn
- Plants outside barn
- Patrons outside barn
- Patrons outside barn
- Patrons outside barn
- Patrons outside barn
- Patrons outside barn
- Patrons outside barn

2: 1978
- “Welcome to the 1978 Plant Distribution of the Arnold Arboretum.” Catalog.
- Photograph (5 x 6”): Women perusing plants
- Photograph (6 x 8”): “Surveying the stock at Plant Giveaway 10/15/78 (Mrs. Frederick Goode in light coat).”

3: 1979
- “Welcome to Plant Distribution 1979!” Catalog.
- Photographs (3”x 5”)
  - “Woman w/arrow: Barbara Lewis.”
  - “Priscilla Storer.”
  - Woman and man shopping for plants
  - Women reading plant label
  - Man and woman reading plant list
  - Man looking at plants
  - “Arboretum Friend Leo Levi with his selection of plants from the 1978 fall plant distribution at the Case Estates.”
  - Man looking at plants
• Woman looking at plants
• “Mrs. [Illegible], Arlington.”
• Three staffers at table
• “Mrs. Marianne Newtonville, Arlington.”
• “Lou Seigel.”
• “Mr. Lowenthal, Concord.”
• Woman looking at plants
• Woman with plant selections
• Woman and girl looking at plants (8”x10”):


4: 1980
• “Greenhouse Cost Analysis: Cost estimate to produce a plant for the plant sale.”
• “Inventory: Fall Plant Sale.”
• “Inventory of Friends Distribution Plants.”
• List of plants by table arrangement.
• Flyer rough draft (6 pieces).
• September 18, 1980. “Rare plant sale at Arboretum.” Wayland-Weston Town Crier.
• “Strange Fruit.” News clipping from unknown date and source.
• Staff schedule for plant sale.
• Negatives (5 strips; 30 frames).
• Photograph contact sheets (2 sheets; 36 frames).

5: 1981
• “Geographical Breakdown of Plant Distribution.”
• “Preliminary list of plants produced for Oct 3 + 4 1981 plant sale.”
• “Fall Dist. – 1981” plant list.
• September 15, 1981? Notes on police for event.
• “The Arnold Arboretum: 2 Special Fall Events – A Reminder.” Mailing.
• “The Arnold Arboretum invites you to a Special Plant Sale.” Flyer.
• October 5, 1981. “Minutes of the Public Relations and Education Meeting.” Wendy Marks.
• October 6, 1981. “Plant Sale Tally.” Memo from Wendy Marks to Peter Shaw Ashton, Barbara O. Epstein, Kate Nixon, Gary L. Koller, Cornelia McMurtrie, R. E. Weaver, Ida Hay, Jack Alexander, and Peter Del Tredici.

6: 1982
• March 17, 1982. Letter from Peter Shaw Ashton to Charles Mead. Thank you for donation.
• March 25, 1982. Letter from Eva Justine Lovejoy to the Arboretum. Thank you and donation.
March 31, 1982. Letter from Peter Shaw Ashton to Eva Justine Lovejoy. Thank you for donation.
April 6, 1982. Printcentre Inc. Invoice #8694 for copies of plant instructions.
Photograph (3 x 5”): “New Members Walk & Reception; May 2 1982; B. Epstein.”
List of plants for sale.
“Schedule of volunteers for Case Estates – Plant Giveaway & Sale Sept 25.”
“Plant Giveaway/Sale Schedule and Check-off List.”
“The Arnold Arboretum invites you to a Special Plant Sale.” Flyer.
“Report on Friends Plant Giveaway” and list of participants by town.

7: 1983
“Plant Sale, Giveaway, and Auction Assignments.”
“Signs for Susan Davis.” List of signs for sale.
Ladies Committee invitation to Plant Auction, rough draft.
List of Plant Sale volunteer assignments.

“Program for the Auction of Rare Plants; 18th September 1983.” Includes annotations.

“The staff of the Arnold Arboretum welcomes Friends and future Friends to the 1983 Plant Giveaway, Sale, and Auction.” Catalog.

Slide 1: “Auction – Case Est 18 Sept 83 Katherine [Ifull?] speaking.”

Slide 2: “Auction at Case Est. 18 Sep 83.”

Slide 3: “18 Sep 83 Case Estates Auction 18 Sep 83.”


Slide 5: “Auction Case Estates Registration Desk 18 Aug [sic] 83 Mary Ashton Ellen McNamara.”


Slide 19: “Auction Case Estates 18 Sep 83 – Plant Sale Area.”

Slide 20: “Plant Sale Area Case Estates 18 Sep 83.”

Slide 21: “Plant Sale Area Case Est. 18 Sep 83.”


Slide 23: “Tents for plant auction Case Estates 18 Sep 83.”

Slide 24: “Tents & Desk – Auction Case Estates 18 Sep 83.”

Slide 25: “Silent Auction Desk Case Estates 18 Sep 83.”

Slide 27: “Silent Auction Area Case Estates 18 Sep 83.”

Slide 28: “Plant Sale Area Case Estates 18 Sep 83.”

Slide 29: “Silent Auction Area Case Estates 18 Sep 83.”

Slide 30: “Silent Auction Area Case Estates 18 Sep 83.”

Slide 31: “Silent Auction Area Case Estates 18 Sep 83.”

Slide 32: “Auction Area Case Estates – 18 Sep 83.”

Slide 33: “Auction Area – Rare plant section – Case Estates 18 Sep 83.”

Slide 34: “Rare plant auction P. Ashton at table.”

Slide 35: “John E in set at auction tent Case Estates 18 Sep 83.”

Slide 36: “Rare Plant Auction Case Estates 18 Sep 83 Peter & Mary Ashton.”

Slide 37: “Rare plant auction Case Estates 18 Sep 83.”

Slide 37 [2]: “Rare Plant Auction Case Estates 18 Sep 83 P. & M. Ashton.”

September 18, 1983. Memo from Wendy [Marks?] to staff. Results of Plant Sale.

8: 1984

- Letter from George Pride to Dick [Weaver]. Regarding orchid donation appraisals.
- Appraisal of donation from George H. Pride.
- Appraisal of donation from Jane MacElree and William Cox.
- August 16, 1982. Letter from Peter Shaw Ashton to George Pride. Thank you for donation.
- Note. Potential cost of mailing post cards.
- Letter, rough. Welcome to participating plant societies.
- “Annual Plant Giveaway, Sale and Rare Plant Auction.” Poster/mailing.
- “Arnold Arboretum Associates Silent Auction.” Instructions and plant list.
- “The staff of the Arnold Arboretum welcomes Friends and future Friends to the 1984 Plant Giveaway, Sale, and Auction.” Catalog.
- Photograph (4 x 6”): “Case Est 2nd Rare Plant Auction”
- Photograph (4 x 6”): “Case Est 2nd Rare Plant Auction”
- Photograph (4 x 6”): “Case Est 2nd Rare Plant Auction”
- Photograph (4 x 6”): “Case Est 2nd Rare Plant Auction”
- Photograph (4 x 6”): “Case Est 2nd Rare Plant Auction”
- Slides (8) (unlabeled)

9: 1985

“Notes to Improve the 1985 Plant Sale.”
• Participation form. Massachusetts Horticultural Society.
• Participation form. Massachusetts Orchid Society.
• Participation form. New England Hosta Society Inc.
• “Gen Notes.” To-do list.
• “Signs.” List.
• Rough layout of Case Estates sale arrangement.
• September 12, 1985. Letter from J. Patrick Willoughby to Hank [Goodell]. Items to bring from J.P.
• “Annual Plant Giveaway, Sale and Rare Plant Auction.” Poster/mailing.
• "Arnold Arboretum Auction of Rare Plants September 22, 1985." Plant and donor list.
• “The staff of the Arnold Arboretum welcomes Friends and future Friends to the 1985 Plant Giveaway, Sale, and Auction.” Catalog.
• Slide 1: “Plant Sale & Auction 22 Sep 85 – Case Est.”
• Slide 2: “Plant Sale & Auction 22 Sep 85 – Case Est.”
• Slide 3: “Plant Sale & Auction Arn Arb 22 Sep 85”
• Slide 4: “Plant auction & Sale 22 Sep 85”
• Slide 5: “Arn Arb – Plant auction 22 Sep 85”
• Slide 12: unlabeled
• Slide 14: unlabeled
• Slide 15: unlabeled
• “1985 Plant Sale – Income from Horse & Carriage.”
• “Plant Sale September 22, 1985 – Expenses/Income.”
• September 25, 1985. Credit voucher for plant sale income.
• October 1, 1985. Letter from Kate Nixon to staff/volunteers. Thank you for service.


10: 1986

Information on Heptacodium jasminoides “Seven Son Flower.”

Cambridge Trust Company window display regulations.

Press release rough draft.

Letter from Arnold Arboretum Associates to Supporter of Rare Plant Auction. Mid-season update.

Rough time table of sale.


July 30, 1986. Memorandum from Nan Sinton to all staff. Introductory information.


Participation form. Massachusetts Horticultural Society.


Staff volunteer form

List of plant “selected offerings.”

List of “a few of the plants to be auctioned” (2 pages).


August 18, 1986. “Rare plants are coming to mall.” News clipping. News-Tribune.


September 16, 1986. Agenda for plant sale meeting.


“Rare and Unusual Plants Auctioned at Arnold Arboretum Annual Sale.” Press release.

“Annual Plant Giveaway, Sale and Rare Plant Auction.” Poster/mailing.


“Program for the Rare Plant Auction.”

• Photographs (4”x6”)
  - “Julia Child’s sneaker”
  - “Julia Child’s sneaker”
  - “S. Ozawa’s sneaker”
  - “Jack Lemmon’s sneaker”
  - “George Bush’s sneaker”
  - “Michael Dukakis’ sneaker (new!)”
  - “Walter Cronkite’s sneaker”
    - Strip of negatives (5 frames)
  - Plant sitting area
  - Patrons at auction
  - Auctioneer
  - Women outside tent
  - Patrons perusing plants
  - Announcer in tent
  - Patrons near barn
  - Man looking at plants
  - Patrons in tent
  - Patrons near payment table
  - Plants with labels
  - Patrons perusing plants
  - Sommelier
  - Staffer with plant


Sneakers donated for Rare Plant Auction, 1986. Top row, left: Julia Childs; right: George Bush. Bottom row, left: Dukakis; right: Walter Cronkite

11: 1987
- Photocopied botanical information on plants for sale.
- Photograph (4 x 5”): Plant Sale window display
- “Rare Plant Auction 1987.” Plant list.
- Plant sale expenses. Notes.
- Participation form. A.R.S. Massachusetts Chapter.
- Participation form. Massachusetts Horticultural Society.
- Participation form. New England Hosta Society, Inc.
- August 20, 1987. Rare plant display at The Mall at Chestnut Hill. Press release, with picture.
• “The Arnold Arboretum Announces Special Autumn Activities.” Media advisory.
• "Annual Plant Bonus, Sale, and Auction.” Poster/mailing.
• The Mall at Chestnut Hill September 1987 calendar – incl. Rare Plant Sale display.
• Plant Sale schedule of events and questionnaire.
• October 30, Letter from Joe Williams to J. Patrick Willoughby. Plant sale proceeds from New England Hosta Society, Inc.

12: 1988
• Preliminary plant list.
• “1988 Plant Donations as of May 27th.”
• “Miscellaneous Plants Arnold Arboretum 1988 Plant Sale” by type.
• August 17, 1988. Plant sale meeting notes.
• August 20, 1988. Letter from J. Patrick Willoughby to plant societies. Instructions, attached to participation form.
• Participation form. Massachusetts Horticultural Society.
• Participation form. New England Hosta Society, Inc.
• Site plan.
• Weston Public Schools permit
• September 21, 1988. Plant sale meeting notes.
• “Annual Plant Bonus, Sale, and Auction.” Poster/mailing.
• “The Arnold Arboretum of Harvard University Plant Giveaway & Sale.” Catalog (2 copies).

13: 1989
• “Rain Or Shine: Welcome to the 1989 Spring Plant Sale!” Flyer.
• Invitation to Plant Sale Preview Privilege.
• “Case Estates Plant Sale.” Poster.
• “Annual Plant Bonus, Sale, and Auction.” Poster.
• ”Arnold Arboretum Plant Sale Brochure.” Draft.
• August 21, 1989. Weston Public Schools.
• “The Arnold Arboretum of Harvard University Plant Giveaway & Sale.” Catalog (2 copies).
• “Plant sale and rare plant auction – 1989”, 5”x7” photographs (Fall 1989. ”Plants Sale Success: $49,296 Brought In!” Arnoldia.

14: 1990

• Invoice from Rental World
• Invoice from Comfort Castle Corporation.
• Invoices and lists from Bluebird Nursery, Inc.
• September 17, 1990. Invoice for police detail, Weston Police Department.
• “Annual Plant Sale & Auction.” Poster.
• “The Arnold Arboretum of Harvard University Plant Giveaway & Sale.” Catalog (2 copies).
• Negatives (6 strips; 38 frames): made from photographs taken by Susan Hardy Brown
• “Warren, Kathleen – Arboretum Associate,” 6”x8” photograph
• “Plant Sale” [1990] 8, (5”x7”). 11, (7”x9.5”) photographs by Racz and Debreczy
• Photograph contact sheets (6.5 sheets; 78 frames)
• “Plant Sale Summary.”
• September 20, 1990. Notes on Plants from Plant sale.

15: 1991

• “Plant Sale and Auction.” Catalog (rough).
• “Plant Sale and Auction.” Catalog.
• Photographs 9, 5”x7”
  ▪ Patrons in line
  ▪ Patrons perusing plants
  ▪ Men outside tent
  ▪ Overhead view of line
  ▪ Woman bidding at auction
  ▪ Auctioneer
  ▪ Patrons perusing plants
  ▪ Woman and man perusing plants
- Patrons perusing plants
- Negatives (10 strips; 52 frames)
- Contact sheets (2 sheets; 52 frames): “Susan Hardy Brown Plant Sale 1991”
- Contact sheet (38 frames): “Plant Sale 1991”

16: 1992
- Invoices and Correspondence to Julie Coop in regards to plants at Sunny Border Nurseries, Inc.
- “September Plant Sale” Announcements.
- Map of Plant Sale at Case Estates.
- September 9, 1992. Invoice from Pigeon Cove Canvas Co., Inc.
- “The Arnold Arboretum Of Harvard University 10th Annual Rare and Unusual Plant Auction”
- September 21, 1992. Invoice for police detail, Weston Police Department
- Invitation to post-Plant Sale and Auction Cocktail Party, with reply card and envelope.
- “The Arnold Arboretum of Harvard University Members’ Plant Giveaway & Sale.” Catalog.
17: 1993

- September 14, 1993. Invoice from Blanchette Gardens.
- Message for general mail box (telephone) of Arnold Arboretum.
- Instructions for processing charge payments.
- “Free Replacement Plant Dividend” coupon.
- Plant Sale and Members' Bonus Preview invitation, with envelope.
- “Society Row 1993” list.
- “Annual Plant Sale, Auction and Members’ Bonus.” Poster/mailing.
- Cost of Plants price list.
- Photograph (8 x 10"): “Plant Sale Case Estates”
- Photograph (8 x 10"): “Plant Sale Case Estates”
- October 13, 1993. “Societies who have paid.” Note.

18: 1994
• “Plant Sale Notes – Chris.”
• “Plant Sale Notes”. Timeline.
• April 1, 1993. Letter from Gary L. Koller to Foxborough Nursery. Plant order.
• August 16, 1993. Letter from Gary L. Koller to Plants Unlimited, Inc. Plant order.
• October 13, 1993. Sorbus domestica accession card with note. From Gary L. Koller to Peter [?].
• November 4, 1993. “Plant material coming along.”
• December 1, 1993. Letter from Gary L. Koller to Don Dammer of Bailey Nurseries, Inc. Plant order.
• December 1, 1993. Letter from Gary L. Koller to Don Shadow. Plant order.
• December 1, 1993. Invoice from Bluebird Nursery, Inc.
• February 9, 1994. “Meeting Agenda”. Notes by Julie Warsowe
• Amorpha canescens information and care instructions. Mailer for plant dividend.
• Amorpha canescens information.
June 24, 1994. Form letter soliciting donations of plant material for Plant Sale
“Perennials 1994” Notes by Julie Coop.
September 13, 1994. Memo from Chris Strand to event staff. Volunteer Schedules with two schedules.
September 13, 1994. Invoice from Blanchette Gardens.
September 18, 1994. Invoice from Blanchette Gardens.
“Master Inventory: Plant Sale – 1994.”
“Arnold Arboretum 12th Annual Plant Sale, Auction and Members’ Bonus.”
Poster/mailing.
Instructions for processing charge payments.
Cost of plants.
September 22, 1994. Invoice and Correspondence from Garden Vision.
Note. Julie Coop. List of items and phone numbers.
CY 1994 Expenses.
Plant Sale Comparisons. 1989 - 1994
Negatives (9 strips; 36 frames)
Photographs, 80, 4”x6”, labeled “1994 KH Madsen”
  “Annual Plant Sale 1994”
  “Magnolia & etc. Arnoldia 54:3 News; pg. 6 – Plant Sale 1994”
  “Rare plant auction – Arnoldia 54(3) News; 6 1994”
  “Annual Plant Sale 1994”
  Pam Thomson (left)”
  “Gary Koller”
  “Gary Koller”
  “Gary Koller left – Richard [Schulhof] right (with visors)”
  Patrons on grounds
  Patrons on grounds
  Patrons perusing plants
  View toward tents
  Woman loading plants in car
  Woman with plant selections
  Man and woman with plant selections
  Woman with plant selections
  Woman with tree
- Woman with plant selection
- Woman with plant selection
- “George Hibben, Volunteer” Patrons with plants
- Man and woman loading plants in car
- Woman wheeling plant selections
- Man with plant selections in car
- View of tent filled with patrons
- Women in tent
- Plants in auction tent
- Men outside tent
- Trees outside tent
- Plants around tent pole
- Auction plants on table
- Tents under large tree
- Patrons and sale tables
- Close view of plants around tent pole
- Woman and girl perusing plants
- Woman perusing trees
- Woman and man conversing
- “Rare and unusual” plants
- Wagon with plants
- Plant trays on ground
- Plants, patrons, house, bus
- Plants, patrons, house, bus
- Close view of plants on ground
- Trees and parking on grounds
- Trees on grounds, woman with plant selection
- Woman with plant selections
- Man and woman with plant selections by sign
- Auction plants on table
- Staff and patrons at payment table
- Man with plant selections
- Plants on ground, bus in background
- Man perusing plants
- Man with Bonsai selection
- Woman with plant selections
- Woman with plant selections
- Same Woman with plant selection
- Man with plant selection
- Man with plant selections
- Man with plant selections
- Man with plant selections
- Man considering plants
- Woman and man with plant selections on cart
- View of patrons and sale tables
- Patrons at sale tables
- View of sale site and tree
- Patrons walking the grounds
- Patrons walking the grounds
- Patrons walking the grounds
- Patrons walking the grounds
- Patrons walking the grounds
- View of patrons and sale tables
- View of patrons and sale tables
- Large tree with tents underneath
- Photographs, 6, 5”x7”, blown up copies of KH Madison originals.

19: 1995
- Plant sale timeline.
- List of nurseries to solicit for donations.
- April 11, 1995. Invoice from Weinstock Bluemel, Inc.
- Form letter soliciting donations of plant material for Plant Sale
- “Arnold Arboretum 15th Annual Fall Plant Sale.” Catalog (2 copies).
- “Arnold Arboretum 15th Annual Fall Plant Sale.” Catalog Draft.
- “Arnold Arboretum 15th Annual Fall Plant Sale.” Auction Items.
- “Arnold Arboretum 15th Annual Fall Plant Sale.” Auction Items with pricing notes.
- “Arnold Arboretum Fall Plant Sale” Donation cards. (2)
- CY 1995 Expenses.
- Weston Public School Permit.
- Societies at Plant Sale, credit list.
- September 17, 1995. Notes from wrap-up meeting.
- Photographs, Plant Sale 1995, 9, 5"x7” by John Furlong
  - From left: Chris Strand, Kim Tripp, Gary Koller.
  - Neg. 33036 #31 Gary Koller”
  - Neg. 33036 #62
  - Neg. 33036 #6
  - Neg. 33141 #2 by John Furlong”
  - Neg. 33141 #35 by John Furlong”
  - Neg. 33141 #33 by John Furlong. Laura Eisner” Contact sheet (35 frames)
  - Negative Contact Sheets (5)
- “Plant Sale 1995” by Dorothy Greco, 5”x7” photograph
  - Negatives (3 sheets)
20: 1996

- June 5, 1996. Form letter soliciting donations of plant material for Plant Sale; list of previous plant donors
- June 13, 1996. Postcard from White Flower Farm regarding donations.
- September 10, 1996. Memo from Lisa Hastings to Arboretum staff. Thanks and schedule of staff and volunteers enclosed.
- Volunteer list.
- Staff and Volunteer Schedule.
- Staff and Volunteer Assignments.
- List of Auction Committee members and responsibilities.
- September 11, 1996. Invoice for plants, Van Berkum Nursery
- September 12, 1996. Invoice #0017636-IN. Linens by Alice.
- List of expenses for tents, tables, tablecloths, and skirting.
• September 15, 1996. Schedule.
• September 15, 1996. “Arnold Arboretum 16th Annual Fall Plant Sale.” Catalog (3 copies).
• Cost of plants.
• Brochure of plants available for live auction, annotated with selling prices.
• Societies at Plant Sale.
• Member list?
• Note to Frances. Sales of t-shirts and books.
• Sales slip.
• September 17, 1996. Harvard University Credit Voucher.
• CY 1996 Expenses.
• September 17, 1996. Memo from Lisa Hastings to Arboretum staff. Thank you for work.
• September 18, 1996. Invoice for police detail, Weston Police Department.
• September 24, 1996. Annual Fall Plant Sale Final Results.
• September 26, 1996. Email from Kelly Harvey to JPStaff. Notes on final figures.
• Contact sheets (3 sheets; 90 frames), with list detailing subjects of certain frames.

21: 1997
• Timeline.
• June 2, 1997. List of plants.
• 1997 donor list.
• September 8, 1997. Letter from Kelly Harvey to Linens by Alice. Linen order.
• “Staff and Volunteer Schedule.”
• “Arnold Arboretum 17th Annual Fall Plant Sale.” Catalog (3 copies).
• Photograph (5 x 7”): “Roger Swain. Gary Koller. 1997 Arn Arb Plant Sale Auction. Dorothy Greco 4481-3 #11A”
• Photograph (5 x 7”): “Roger Swain. 1997 (Sept) Arn Arb Plant Sale Auctioneer. Arnoldia News 57:3. Photo by Dorothy Greco 4481-3 #4A”
• September 25, 1997. Email from Kelly Harvey to staff. Membership figures.
• CY 1997 Expenses.
• September 30, 1997. Letter from Kara Stepanian to Tom War. Thank you for donation.
• October 1, 1997. Invoice for police detail, Weston Police Department.
• October 6, 1997. Fascimile from Trustees of Reservations to Arnold Arboretum. Plant Sale costs.

22: 1998
• 1998 Plant Sale Committee contact information.
• Donor list.
• Timeline and assignments (February – September).
• Plant sale job descriptions.
• Timeline and assignments (May – October).
• Letter from Tom Adams, rough draft. New member solicitation.
• May 6, 1998. Committee meeting agenda.
• Email from Kara Stepanian to Richard Stomberg. Request to teach class.
• June 3, 1998. Committee meeting agenda.
• Committee meeting notes (June 3, 1998).
• June 3, 1998. Committee meeting minutes.
• June 5, 1998. Form letter soliciting donations of plant material for Plant Sale.
• Nursery/donor list and contact info.
• July 1, 1998. Committee meeting agenda.
• July 9, 1998. Meeting agenda.
• Signage needs.
• Information flyer for patrons.
• “Free Plant Voucher” and “Admittance Voucher.” Flyer.
• ”The Arnold Arboretum 18th Annual Fall Plant Sale.” Flyer.
• Plant sale voucher mailing information and instructions.
• August 5, 1998. Committee meeting agenda.
• August 5, 1998. Committee meeting minutes.
• August 11, 1998. “Application for use of school premises” (for parking).
• August 29, 1998. Invoice #42582 for courier delivery. Corporate Express.
• August 31, 1998. Invoice #023146 for plant sale voucher printing. Masco Services, Inc.
• September 2, 1998. Letter from Tom Ward to donors, rough. Donation thank-you.
• September 3, 1998. Committee meeting notes.
• September 10, 1998. Invoice #39577 for signage. The Instant Sign Center.
• September 10, 1998. Invoice #39578 for signage. The Instant Sign Center.
• September 11, 1998. Email from Kara Stepanian to Ellen Bennett. Plant sale flyer.
• September 14, 1998. Email from Kara Stepanian to Julie Coop. Van driver.
• September 15, 1998. Schedule and assignments for sale day.
• Hand-written notes regarding table set-up, signage, etc.
• September 16, 1998. Email from Kara Stepanian to jpsstaf. General information for Plant Sale volunteers.
• September 17, 1998. Invoice #1873 for copies. Copy Cop.
• “The Arnold Arboretum 18th Annual Fall Plant Sale.” Catalog (4 copies).
• Live Auction program.
• Societies at Plant Sale. Credit list.
• Weston Public School Permit
• September 22, 1998. Invoice #21921 for linens. Linens by Alice.

23: 1999

“Plant Sale Statistics: Net Income (Loss).”
Task list and coordinators.
May 19, 1999. Committee meeting notes.
Plant donation form.
• June 22, 1999. Invoices from Van Berkum Nursery, LLC.
• Organization participation form.
• Guidelines for Society Row participants.
• List of invited organizations.
• July 1999. Scheduled tasks and assignments.
• August 25, 1999. Committee meeting minutes.
• List of employees by task.
• List of volunteers and tasks.
• Fall plant sale live auction items list.
• September 7, 1999. Letter from Ellen S. Bennett to volunteers. Assignment confirmation and plant order form.
• September 10, 1999. Staff and volunteer assignments.
• “The Arnold Arboretum Annual Fall Plant Sale.” 2 Flyers.
• Price List. Merchandise for sale (non-plant).
• Income and expenses tally.
• September 28, 1999. Email from Peg H. Hedstrom to staff. Thank you and preliminary totals.
• Weston Police Department Invoice.

24: 2000
• Volunteer committee contact information.
• Staff Committee Schedule.
• Nursery/donor prospects contact information.
• May 3, 2000. Committee meeting agenda.
• June 14, 2000. Committee meeting agenda.
• June 14, 2000. Committee meeting minutes.
• Plant donation form.
• Organization participation form.
• “Volunteers needed for Plant Sale.”
• June 29, 2000. Invoices from Van Berkum Nursery, LLC.
• July 10, 2000. Memo from Candace [?] to Chris [?]. Volunteer coordination tasks.
• July 18, 2000. Email from Karen O’Connell to staff. Collector’s Choice discussed.
• July 18, 2000. Committee meeting agenda.
• July 18, 2000. Committee meeting minutes.
• July 24, 2000. Email from Karen O’Connell to Christine C. Santos. Staff duties.
• Staff assignments.
• Volunteer form.
• Staff and volunteer assignments.
• Guest auctioneers.
• August 30, 2000. Town of Weston Permit agreement.
• August 31, 2000. Proof of “Collector’s Choice” banner. The Instant Sign Center to Christine C. Santos.
• August 31, 2000. Proof of “General Sales” banner. The Instant Sign Center to Christine C. Santos.
• September 7, 2000. Email from from Karen L. O’Connell to staff. Updates.
• September 12, 2000. Email from Karen L. O’Connell to staff. Transportation to sale.
• September 14, 2000. Email from Karen L. O’Connell to staff. Parking at sale.
• Invoice from Weston Police Department.
• Richard Warren Expeditionary Fund information.
• “How to Buy a Plant at Collector’s Choice.”
• Plant Sale Table Set up in Barn. Sketch.
• "Arnold Arboretum 20th Annual Fall Plant Sale." Flyer.
• General plant sale information and map.
• Live auction items list.
• “The Arnold Arboretum of Harvard University 20th Annual Fall Plant Sale.” Catalog.
• “Plant Sale Comparison (1996-2000).”
• Income and expenses tally.

25: 2001

• Plant sale feedback from 2001.
• Volunteer committee contact information.
• Tasks schedule and assignments.
• Friends of the Arnold Arboretum membership form.
• Auctioneer biographies.
• “Plant Sale Comparison (1999-2001).”
• June 27, 2001. Committee meeting agenda.
• July 17, 2001. Committee meeting agenda.
• August 16, 2001. Email from Christine C. Santos to Jon M. Hetman. Tee shirt pricing.
• August 29, 2001. Tee-shirt count.
• Town of Weston Permit Requests and Rules.
• September 10, 2001. Sale information from Van Berkum Nursery, LLC.
• September 16, 2001. Committee meeting agenda.
• Plant sale expenses.
• “The Arnold Arboretum of Harvard University 21st Annual Fall Plant Sale.” Catalog.
26: 2002
- Plant sale patron survey.
- “2002 Members’ Plant Sale” information.
- Letter from Ruth [?] to Arnold Arboretum. Criticism of sale changes.
- Preview Admission Ticket/Free plant voucher.
- Admission Ticket/Free plant voucher.
- “Arnold Arboretum of Harvard University 22nd Annual Fall Plant Sale LIMITED EDITIONS” list of plants available.
- “The Arnold Arboretum of Harvard University 22nd Annual Fall Plant Sale.” Catalog (2 copies).
- September 15, 2002. Email from Kenna Broadbent to Anne Jackson. Sale feedback.
- September 17, 2002. Email from John M. Teal to Anne Jackson. Sale feedback.
- September 17, 2002. Email from Jennifer Booher to Anne Jackson. Sale feedback.
- October 9, 2002. Email from Lisa Kissel to Anne Jackson. Sale feedback.
- Invoice from Weston Police Department.

27: 2003
- May 21, 2003. Announcement to staff splitting plant sale and open house into two events. Notes from Julie Warsowe.
- Maps of Arboretum indicating set up of signs and plant sale.
- Lists of plants for plant sale and self-guided tour
- “The Arnold Arboretum of Harvard University 23rd Annual Fall Plant Sale.” Catalog with notes by Julie Warsowe on available plants.
- List of Available Plants (Draft.) Notes by Julie Warsowe.
- Plant List Reference (Not or distribution)
• “Arnold Arboretum of Harvard University 23rd Annual Member’s Fall Plant Sale, Sunday, September 21, 2003” RSVP card – Business Reply Mail.
• Preview Admittance Ticket/Free plant voucher.
• “WELCOME” brochure featuring list of plants, map, and grounds/tour information.
• “The Arnold Arboretum of Harvard University 23rd Annual Fall Plant Sale.” Catalog (2 copies).
• September 21, 2003. Staff and Volunteer Assignments.
• Signs list with notes.
• Merchandise for sale.
• Silent Auction Bidding cards. (3)
• 27 Laminated plant sale signs with notes.

28: 2004
• Plant Sale Committee recommendations (2 versions)
• Preview admittance ticket/Free plant voucher.
• Admittance ticket/Free plant voucher.
• September 15, 2004. Memo from Anne Jackson to Arboretum staff with instructions.
• September 16, 2004. Plant sale signs created.
• Parking detail.
• September 19, 2004. Staff assignments and phone numbers.
• “Arnold Arboretum of Harvard University 24th Annual Fall Plant Sale.” Catalog (2 copies).
• Self-Guided Tour Proposed Lists of plants.
• Self-Guided Tour Maps.
• Plant Sale Signs Needed.
• Plant Sale Sign Text.
• September 21, 2004. Letter from Sheryl White to staff on Plant Sale Merchandise Sales
• Julie Warsowe’s Notes from 2004 Plant Sale Meetings.

29: 2005
• August 18, 2005. Meeting minutes.
• August 22, 2005. Letter from Jon M. Hetman, Development Manager to Arboretum Volunteers. Fall Plant Sale Volunteer Sign-up.
• Postcard: “You’re Invited – Plant Sale Preview Tour, Saturday, September 10, 2005, 10:00 AM.”
• Correspondence on “Self-Guided Tours” for plant sale.
• Preview admittance ticket/Free plant voucher.
• Admittance ticket/Free plant voucher.
• Schedule and parking detail
• Instructions for set-up of tents, tables, and signage.
• “Arnold Arboretum of Harvard University 25th Annual Fall Plant Sale.” Catalog (2 copies).
• Welcome flyer. Changes to the catalog: Addition and Crop Failure.

30: 2006
• July 25, 2006. Meeting minutes, planning schedule, and list of plants for sale.
• July 25, 2006. “Potential Plants for the Plant Sale Tour 06”.
• “Self-Guided Tour of Plant Specimens”. Paper example.
• “Self-Guided Tour of Plant Specimens”. Laminated example.
• August 2006. Letter from Robert E. Cook to Friends of the Arboretum. Note start time for membership level.
• Preview admittance ticket/Free plant voucher.
• Admittance ticket/Free plant voucher.
• Mailing Envelope: “Catalog and Voucher Enclosed.”
• Postcard: “Please Join Us - Plant Sale Preview Tour, Saturday, September 9, 2006 10:00 AM.”
• September 17, 2006. Staff and volunteer assignments, instructions for volunteers.
• Diagram of tents and tables.
• “The Arnold Arboretum of Harvard University 26th Annual Fall Plant Sale.” Catalog (2 copies).
• Thank You Card from Kelly Ruth to The Development Team (no date).
• Email from Ronda Brands to staff regarding agenda and background information for meeting in preparation for 2007 Plant Sale, December 1, 2006.
• Meeting notes from meeting in preparation for 2007 Plant Sale, December 5, 2006

31: 2007
• Agenda for Plant Sale preparation meeting, July 11, 2007
• August 2007. Letter from Robert E. Cook to Friends of the Arboretum.
• Preview admittance ticket/Free plant voucher.
• Admittance ticket/Free plant voucher.
• Welcome flyer with schedule and map

32: 2008
• Preview admittance ticket/Free plant voucher.
• Admittance ticket/Free plant voucher.
• Postcard: “A Sneak Peek – Plant Sale Preview Tour with Michael Dossman, Saturday, September 13, 2008”
• Flyer: Plant Sale additions/deletions, schedule
• “The Arnold Arboretum of Harvard University 28th Annual Fall Plant Sale.” Catalog.
• “2008 Plant Sale Staffing”
• September 21, 2008. “Plant Sale Prep Meeting: Agenda”
• September 21, 2008. “Plant Sale Follow Up”

**33: 2009**

• August 2009. Letter from Wendy Krauss to Friends of the Arboretum. Invitation to sale.
• Admittance ticket/Free plant voucher.

**34: 2012**

• July 2012. Letter from Wendy Krauss to Friends of the Arboretum. Invitation to sale.
• Admittance ticket/Free plant voucher.
• "Members’ Plant Giveaway." Brochure.

**35: Undated Photographs**

• 13 photographs and 5 contact sheets of undated Plant Sale photographs

**36: Undated Slides**

• 80 undated Plant Sale slides