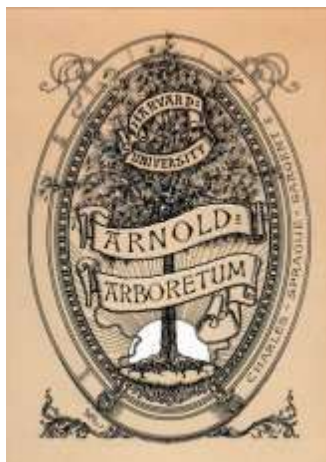


Archives I G-6 SE

**Special Events collection (1962- ): Guide**



**The Arnold Arboretum of Harvard University**

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**I G-6 SE**  
**Special Events collection (1962- ): Guide**  
**Archives of the Arnold Arboretum of Harvard University**  
**125 Arborway, Jamaica Plain, Massachusetts**

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**Descriptive Summary**

**Repository:** Archives of the Arnold Arboretum of Harvard University, Jamaica Plain, MA 02130

**Call no.:** I G-6 SE

**Location:** Archives

**Title:** Special Events collection (1962- )

**Date(s):** 1962-

**Creator:** Public Programs department and Archives of the Arnold Arboretum

**Quantity:** 4 Boxes

**Language:** English

**Abstract:** This collection was compiled by Public Programs department and the Archives of the Arnold Arboretum to document Arbor Days, open houses, and other special events at the Arboretum. Materials include flyers, photographs, negatives, correspondence, articles, and newspaper clippings. The collection begins with material from 1962-

**Note:** Access to Finding Aid record in [HOLLIS](#).

**Additional Material:** For related materials see Arnold Arboretum Special Events: I G-6 Lilac Sunday, Flower Show, and Plant Giveaways. Additional press releases regarding Arbor Day and other events I G-7 PR.

**Processing Information**

Carol David, date unknown, revised October 2011 Jennie Hudson-Bryant, 2012 Liz Francis and Sheila Connor, 2018 Mary Perez, 2023, 2024 Larissa Glasser.

**Acquisition Information**

**Provenance:** This collection was transferred from Public Programs departmental holdings to the Arboretum's Archives in 1984 when the Archive was created. All other materials collected by the Archive since 1984.

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## Historical Note



Jack Doherty of the *Jamaica Plain Citizen*, Mayor Raymond Flynn, and Representative John McDonough at Arbor Day Festival, 1985. Photographer K. Nixon

The Arnold Arboretum of Harvard University offers public events and education programs throughout the year to promote “understanding and appreciation of plant life in its full complexity.” These activities are designed for a range of audiences, from children to adults and novices to experts.

The Arboretum celebrated Arbor Day every April from 1979-1988, and occasionally since then, to highlight the importance of conservation and as an opportunity to educate the public about its mission. Arbor Day at the Arboretum emphasized protecting the environment and celebrating

nature. Tree planting was often the ‘main event’ at the Arbor Day Festival which also event also featured games and other activities.

The Arnold Arboretum has hosted and continues to host a number of open houses for students, staff, faculty, and the general public. These events inform guests about the Arboretum, its mission, goals, and programs. They have been held in the Hunnewell Administration Building and the Charles Stratton Dana Greenhouses on the Arboretum grounds, the Case Estates in Weston, Massachusetts, and the Harvard University Herbaria in Cambridge, Massachusetts. Open houses showcase current projects and exhibit what goes on ‘behind-the-scenes’ at the institution. In December, 1987 the Arboretum hosted the Winter Festival of Wood, open to the public, the festival featured a variety of winter customs including the Yule Log and tree lighting. The event also included dance, story, and song as well as wassail, a drink of hot spiced cider and toasted apples. The word wassail comes from the Anglo-Saxon words “wes hal,” which means “very good health.” The festival was a way for the Arboretum to wish “all its neighbors, ‘Good Health and a Happy New Year’” (from the Records of Arnold Arboretum Special Events, 1962- )



Arboretum staff member Maurice Sheehan helps plant a tree during Arbor Day, 1990.

[Family activities](#) at the Arboretum include tree planting, crafts, poetry contests, and family walking adventures to introduce the world of horticulture to young people. The Arboretum also offers nature programs with a focus on plant science to elementary and preschool children and their teachers. Together, these public programs support the institution’s mission of educating the community about the diversity and complexity of plant life.

## Scope and Content

This collection contains a variety of materials including correspondence, flyers, photographs, negatives, memos, articles, and more related to special events held by the Arnold Arboretum. This includes Arbor Day events and open houses. The collection spans 1962-2008. Further accruals are expected.

## Arrangement

The Arnold Arboretum Special Events collection is arranged into 8 series:

- Series I:** 125<sup>th</sup> Anniversary of the Arnold Arboretum
- Series II:** Arbor Day
- Series III:** Camellia Exhibition
- Series IV:** New England Grows
- Series V:** Tot Trot
- Series VI:** Galas
- Series VII:** Open Houses
- Series VIII:** Misc. Events

## Container List

### Box 1

#### Series I: 125<sup>th</sup> Anniversary of the Arnold Arboretum (1996-1997)

##### Folder

1. "125<sup>th</sup> Anniversary of the Arnold Arboretum":
  - Exhibit Opening Press Packet, 1996
    - Press release about opening of *Science in the Pleasure Ground* exhibit
    - Letter from Sarah Lyle Coleman to Robert Cook
    - Article from Public Garden, January 1996
    - Press release with background information
    - Press release of the exhibit overview for *Science In the Pleasure Ground*
    - Scanned copy of a page 94 of *Science In the Pleasure Ground*
2. "125<sup>th</sup> Anniversary of the Arnold Arboretum": Exhibit Opening, 1996
  - Copy of Official invite
  - Invoices from vendors for the event
  - Guests lists
  - Copies of the drafts for the official invite
  - Correspondence between Kara Stepanian and vendors/colleagues/supervisors
  - Copies of the Arnold Arboretum supplement to The Harvard Gazette
3. "125<sup>th</sup> Anniversary of the Arnold Arboretum": Harvard University Herbaria Open House, 05/1997
  - Official invite to the events regarding the 125<sup>th</sup> anniversary of the Arboretum



- Information regarding events
4. "125<sup>th</sup> Anniversary of the Arnold Arboretum": Harvard University Herbaria Open House, 05/1997
    - Handwritten guest lists
    - Copy of "Charles Sprague Sargent and the Establishment of the Arnold Arboretum Herbarium" by Stephen A. Spongberg
    - Copy of "Eastern Asian – Eastern North American Botanical Similarities" by David E. Boufford
    - Copy of "Exploration in the West and the Founding of the Gray Herbarium" by Elizabeth A. Shaw
    - Copies of "RAINFOREST RESEARCHERS: A New CD-ROM Curriculum for Middle School Classrooms"
    - Copies of "THE FLORA OF NORTH AMERICA PROJECT AT HARVARD UNIVERSITY"
    - Invoices from vendors
    - Correspondence between Kara Stepanian and various colleagues and vendors
  5. "125<sup>th</sup> Anniversary of the Arnold Arboretum": Campaign Celebration Dinner, 06/1997
    - Copy of the official save the date and invite
    - Guests lists
    - Invoices from vendors
    - Correspondence between Kara Stepanian and various colleagues and vendors
    - Rough drafts of the program
    - Rough drafts for the save the date, invite and reply card
  6. "125<sup>th</sup> Anniversary of the Arnold Arboretum": Campaign Celebration Dinner, 06/1997
    - Rough drafts for the save the date cards
    - Correspondence between Kara Stepanian and Ann Starnbach
    - Copies of the licensing agreement and facility rental for Harvard University Art Museums
    - Correspondence between Lisa Hastings and Laura McLeod
    - Copies of the to-do lists
    - One sheet of colored slides of undetermined place
    - Multiple contact sheets
    - The Arnold Arboretum Campaign Celebration Event Budget
    - Invoices from vendors
  7. "125<sup>th</sup> Anniversary of the Arnold Arboretum": Hunnewell Building Open House, 10/1997
    - Copies of official program
    - Guide to the Open House Exhibits
    - Photocopy of the guest lists
    - Schedule
    - Correspondence between Kara Stepanian and various colleagues and vendors




- Invoices from vendors
  - Multiple drafts for the invite and the program
  - Copy of official the flier
8. "125<sup>th</sup> Anniversary of the Arnold Arboretum": Hunnewell Building Open House – Exhibit Labels, 10/1997
- Copies of final exhibit labels
  - Copies of drafts of the exhibit labels



"Celebrating 125 Years of Discovery" Foreground: Charles Sprague memorabilia and artifacts, Arnold Arboretum Library, October 17, 1997

## Series II: Arbor Day (1979-1987, 1988, 1990, 1995)

You are invited to our  
**Arbor Day Celebration**  
on  
Sunday May 1  
1988  
11:00 am - 4:00 pm



the Children's Program  
Arnold Arboretum  
125 Arborway  
Jamaica Plain


1988 Poets Laureate  
Tree Cheers for Kids poetry contest

Rafael Aviles	3 <sup>rd</sup> grade	Trotter School	Mattapan
Elizabeth Foz	4 <sup>th</sup>	Horace Mann School	Newton
Maria Raymond	4 <sup>th</sup>	Fayerweather School	Cambridge
Kathryn Schlieman	3 <sup>rd</sup>	Hernandez School	Roxbury
Julia Turner	4 <sup>th</sup>	Milton Academy	Milton
Ashley Wallace	4 <sup>th</sup>	Cabot School	Newtonville

SPECIAL MENTION  
Amitai Lipton 4<sup>th</sup> Cabot School

\*FIRST PLACE WINNER TO BE ANNOUNCED ON MAY 1\*

POETRY READING  
and TREE PLANTING CEREMONY  
☆ 2:00 ☆



also happening:  
seed planting  
vegetable printing  
storytelling  
"If I were a tree" program  
Children's Morris dances  
and MORE

Note:  
In Massachusetts  
Arbor Day is always on the  
last Friday in April  
the Real Arbor Day is April 29<sup>th</sup> this year

The Arnold Arboretum  
of Harvard University

Parking available along the Arborway  
or Forest Hills stop Orange Line ①  
Monument stop Arborway Green Line ②  
all events take place near the Visitors Center rt. 303 entrance

## Folder

1. "Arbor Day:" Public Relations, 1979-1988, 1990-1991
  - Public relations records
  - Copies of memorandums sent to various groups interested in event

- Copies of various newsletters, including the Arbor Day News, and clippings
  - Copies of fliers
  - Correspondence between Arnold Arboretum staff members and vendors
  - Multiple invites
2. "Arbor Day": Photographs, (1980-1981)
    - Black and white photographs
  3. "Arbor Day": Photographs, (1983-1986)
    - Black and white photographs and contact sheets
  4. "Arbor Day": Photographs (1988 & 1990)
    - Black and white photographs and contact sheets



Mrs. G. Kinnard-Wakefield (Polly Wakefield), Arboretum Visiting Committee (on right), Arboretum Director Peter Ashton, and Deputy Mayor Katherine Kane, Arbor Day, 1980



Amitai Lipton stands in front of the "Tree Cheers for Kids" bulletin board filled with children's drawings and poems during the Arbor Day celebration at the Arboretum in 1988. Photograph by Laurie J. Belisle

Note: When contacted in 2012 by the Arboretum Archive staff to ask for permission to use his image in the finding aid, Amitai Lipton not only agreed, but generously supplied this additional information:

I was at the Arnold Arboretum as part of a poetry contest for area fourth-graders. We were asked to write Arbor Day-themed poems, and a handful of poems (eight or so), were selected as winners. My haiku was among the winners, and the eight of us recited our poems at the Arboretum. I believe the contest was sponsored by the Boston Globe, but I'm not sure.

My poem was:

Once there was a tree /  
With many leaves /

And now it is my desk

**Box 2**

5. "Arbor Day": Photographs, 1995 & 1996
  - Black and white photographs and contact sheets
6. "Arbor Day:" Slides (1984-1989)
  - Seven sheets of colored slides
7. "Arbor Day:" Tree Cheer for Kids for Kids Poetry Contest - Entries, 1987, 1988, 1991
  - Entries for the contest
8. "Arbor Day": Undated Materials (n.d.)
  - Program
  - Arbor Day Guide
  - Sonneck and Professional guest list



Nan Sinton on left, with volunteers Caroline Schwartz and Sue Dwyer, Arbor Day 1986

**Series III: Camellia Exhibition (1988-2008)**  
**Folder**

1. Camellia Exhibition at the Arnold Arboretum, 1988-2004
  - Drafts of fliers
  - Correspondence between various Arnold Arboretum staff members and Camellia Society Members and vendors
  - Invoices from vendors
2. Camellia Exhibition at the Arnold Arboretum, 2005-2008
  - Copies of fliers (one laminated)
  - Correspondence between various Arnold Arboretum staff members
  - Handwritten notes
  - Invoices from vendors

**Series IV: New England Grows (1997-2009)**  
**Folder**

1. New England Grows, 1997-2009
  - Correspondence between the New England Grows coordinator and the Arnold Arboretum staff members
  - Photocopies of fliers
  - Snapshots of booths (n.d.)
  - Copies of the schedule
  - Drafts of key talking points and information about the booths at the event from various years



## Series V: Tot Trot (1996-2000)

### Folder

1. Tot Trot: Public Relations, 1996-1997
  - Photocopies of newspaper/newsletter articles
2. Tot Trot: Correspondence, 1996-1997
  - Correspondence between Chris Strand and Liza Draper
3. Tot Trot: Correspondence, 1997-2000
  - Correspondence between various Arnold Arboretum staff members

## Series VI: Galas (1998-2008)

### Folder

1. Spring Gala, 1998
  - Final copies of the invite and reply cards
  - Final copies of the program
  - Correspondence between various Arnold Arboretum staff members
  - Drafts of the invite, reply cards, and program
  - Guest lists and RSVP lists
  - To-do lists for the event
  - Black and white photographs
2. Spring Gala, 1998
  - Old Town Trolley thank you card
  - Black and white photograph (n.d., persons unknown)
  - Guest lists
  - Invoices from vendors
  - Correspondence between Arnold Arboretum staff members and vendors



### Box 3

3. Spring Gala, 1999
  - Copies of final invite, save the date, and reply cards
  - Copies of final care instructions and information about the plants given to persons who RSVPed
  - Copies of the final program for the self-guided tour through the Centenarian Trees and Shrubs of the Arnold Arboretum
  - Drafts for the invite and save the date
  - Copies of staff responsibilities and to-do lists
  - Invoices from vendors
  - Guest lists
4. Spring Gala, 2001

- Care instructions and information about the plants given to persons who RSVPed
  - Event program
  - Invoices from vendors
  - Correspondence between Arnold Arboretum staff members and outside sources
  - Gala timeline with notes
  - Guest lists
  - Gala planning sheet
5. Shrub and Vine Opening Gala, 2001-2002
    - Copy of "A Garden of Sun-Loving Shrubs and Vines"
    - Color photographs of the garden in the fall (n.d.)
    - Invoices from vendors
    - Color copy of information page
    - Copy of final save the date and invite
    - Guest lists
    - Correspondence between Arnold Arboretum staff members and vendors
    - Drafts of the save the date and invite
    - Drafts of the official program
    - PR release promoting the event
    - Timeline
  6. Gala Open House, 06/2004
    - Copies of official save the date, invite, and reply cards
    - Copies of official program
    - Invoices from vendors
    - Guest lists
    - Draft of schedule
    - Drafts of save the date, invite, reply cards, and program
  7. Gala on the Chinese Path, 06/2005
    - Copy of official invite
    - Copy of official program
    - Event timeline
    - Draft of official program
    - Drafts of schedule
    - Invoices from vendors
    - Correspondence between various Arnold Arboretum staff members
  8. Gala Evening in the Leventritt Garden, 2006
    - Metal tag for plant given to persons who attended event
    - Copies of drafts for program
    - Draft of invite
    - Drafts of schedule
    - Invoices from vendors
  9. Gala Open House, 06/2008
    - Official invite and reply card
    - Drafts of program
    - Official copy of program

- Invoices from vendors
- HUH Open House Logistics

## **Series VII: Open Houses (1962-2006)**

### **Folder**

1. Photographs: Open Houses, 1962, 1994-1997
  - Black and white photographs and contact sheets
2. Case Estates Annual Open House, 1973, 1978
  - Two public service releases
3. Harvard University Herbaria Open House, 1986
  - Transcript of discussion
  - Suggestions for invitations
  - Copy of flier
  - Correspondence between Arnold Arboretum staff members
  - Copy of "Exploration in the West and the Founding of the Gray Herbarium" by Elizabeth A. Shaw
  - Copy of "Charles Sprague Sargent and The Establishment of the Arnold Arboretum Herbarium" by Stephen A. Spongberg
  - Copy of "Botanical Gold: Exploring the Treasures of the Harvard University Herbaria" by Caroline J. Swartz
4. Winter Festival of the Wood Open House, 12/1986
  - Draft of schedule
  - Copy of official schedule
5. Maple Tree Adventure Fall Open House, 1995-1996
  - Correspondence between various Arnold Arboretum staff members
  - Draft of official invite
  - Evaluation of the event
  - Copy of official "Family Maple Adventure Begins Her!" worksheet
  - Draft of official "Family Maple Adventure Begins Her!" worksheet

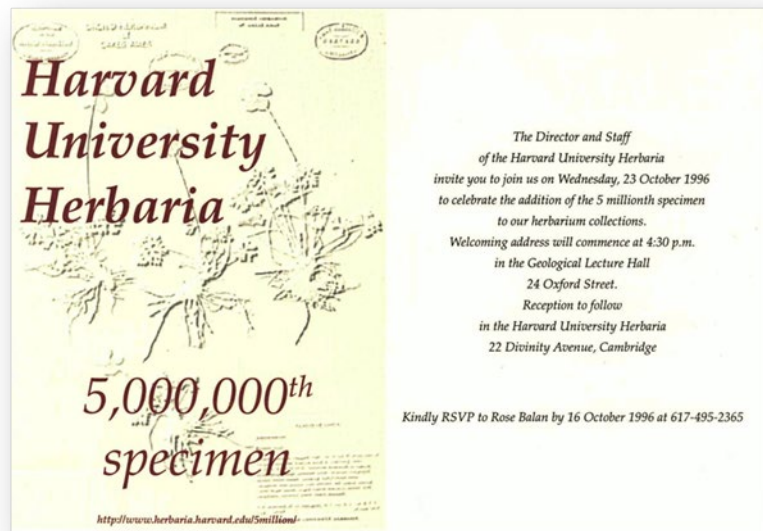


Arnold Arboretum Fall Open House. October 1996.  
Photograph by Amy L.C. Wilson.

6. 5 Millionth Specimen Open House, 10/1996
  - Copy of official invite
7. Staff Open House, 06/2006
  - Draft of schedule

**Series VIII: Miscellaneous Events (1981-2006)**  
**Folder**

1. Japan Society of Boston, 1981 & 1985
  - Black and white photographs (some dated 1981 and some n.d.)
  - Correspondence between various Arnold Arboretum staff members and vendors
  - Invoices from vendors
  - Photocopies of official programs
  - Copies of official brochures
2. Mike Dirr Event, 10/1995
  - Multiple copies of filled-out reply cards
  - Invoices from vendors
  - Guest lists
  - Correspondence between various Arnold Arboretum staff members and vendors
3. Strategic Planning Committee Meeting, 1997
  - Correspondence between various Arnold Arboretum staff members
  - "1997 Spring Visitors in the Arnold Arboretum" report
  - "Estimate of school children/teacher use of the Arnold Arboretum" report
  - "Quotations shared at the Strategic Planning Committee meeting on Tuesday, October 7<sup>th</sup>, 1997"
  - Hierarchy of staff members at the Arnold Arboretum
  - "Structure of Reporting Relationships of the Directors of the Arnold Arboretum (AA) and the Harvard University Herbaria (HUH)"
  - Hierarchy of faculties and academic centers of Harvard University
  - Income and expense summaries
  - Adult program statistics
  - Visitation statistics
4. Spongberg Event, 02/1998
  - Copies of official invite
  - Invoices from vendors



- Draft of program
  - Guest lists
  - Correspondence between various Arnold Arboretum staff members
  - Lists of possible venues
5. Putnam Recognition Event, 05/1998
    - Copies of official invite
    - Invoices from vendors
    - Guest lists
    - Black and white contact sheets
    - Correspondence between various Arnold Arboretum staff members
    - "The Great Salt" and the "McCleary Plate" articles
    - Drafts of the official invite

#### **Box 4**

6. Class of 1936 Luncheon, 05/1998
  - Correspondence between Charles J. Doherty and Kara Stepanian and Bob Cook
  - Official invite and reply card
7. Polly Wakefield Tea, 01/1999
  - Invoices from vendors
  - Correspondence between various Arnold Arboretum staff members and vendors
8. Hill Holliday Reception, 06/1999
  - Copy of official invite
  - Old Town Trolley thank you card
  - Guest lists
  - Invoices from vendors
  - Correspondence between various Arnold Arboretum staff members
  - Copy of draft of official invite and map
  - List of Peters Hill plantings in honor of Jack Connors
  - Jim Little business card for City Farm
  - Yves Poirier business card for Quincy Memorials, INC.
9. Ashton Reception, 10/1999
  - Copy of official save the date, invite, and reply card
  - List of Trustees and Honorary Trustees
  - List of Harvard University Herbaria Personnel
  - Guest lists
  - Invoices from vendors
  - Correspondence between Arnold Arboretum staff members
  - Draft of save the date cards
  - Itinerary for Peter and Mary Ashton
10. Misc. Group Visits/Requests, 2003-2005
  - Correspondence between Arnold Arboretum staff members and potential visitors
  - Copy of "A Swinging Springtime Serenade: A sumptuous gala and auction for the benefit of The Boston Cecilia" donation



- Tour reservation for the Plant Science Class of Springfield Technical Community College
11. Chestnut Hill Garden Club Meeting, 2003-2005
    - Correspondence between Arnold Arboretum staff members and members of the Chestnut Hill Garden Club
  12. New England Herbaria Meeting, 07/2003
    - Nico Cellinese, Ph.D., Collections Manager: Botony Division business card for the Peabody Museum of Natural History at Yale University
    - Invoices from vendors
    - Meeting agenda
    - Correspondence between Arnold Arboretum staff members and Nico Cellinese, Ph.D.
  13. Spring Member's Day Tour, 05/2004
    - Copies of official invite
    - Drafts of official invite
    - Schedule
    - Correspondence between Arnold Arboretum staff members
    - Draft of program tours
    - Invoices from vendors
  14. Landscape Design Council: GCF Visit, 08/2004
    - Correspondence between Robert Surabian and Jon Hetman
  15. Dave Boufford Event, Spring 2005
    - Invoices from vendors
  16. NELDHA & Planned Giving Teas, Spring 2005
    - Invoice from vendor
  17. Volunteer Appreciation Luncheon, 10/2005
    - Copy of official "Arnold Arboretum Docents & Unpaid Professionals" brochure
    - Copy of official "Volunteer Opportunities" brochure from the Education Department of Callaway Gardens in Pine Mountain, Georgia
    - Copies of official invite to the Volunteer Appreciation Luncheon
    - Invoices from vendors
    - Guest lists
  18. Spring Donor Lecture, 2006
    - Copies of official invite
    - Invoices from vendors
  19. Spring Members' Day Tour, 2006
    - Invoices from vendors