

Festival of Houses & Gardens 2021 Training for Garden Docents

Docent Guidelines

Assignments

If you cannot attend, notify Sr. Docent IMMEDIATELY

Garden Owner Visit

Usually about one hour prior to tour.....bring your notes and pen and paper to make more notes

Note any tripping hazards and report to Senior Docent

Pre-plan how you are going to assure social distancing in your area of garden

Personal Appearance

Ladies – daytime dresses or pant suits and LOW HEEL SHOES

Men – coat and tie, shirt and tie at minimum

NO – jeans, flip flops, shorts

Preparation

Remember insect repellent and sunscreen

Arrive at time designated by Senior Docent

Try to carpool because of parking difficulties in historic district

Docent Guidelines

Preparation Cont.

Upon arrival, assist with setup and make sure all hazards are marked

Place all personal items away in location designated by Garden Owner

Senior Docent will advise of restroom to be used by docents (if available), remember to direct guest to public restrooms. There is a bathroom at the Nathaniel Russell House

Narrative Interpretation

Welcome guests to your area and show two or three plants/items of interest

Project your voice and speak clearly, there may be background noise

Try to talk about only your area and point to the items of interest

It is OK to say "I'm sorry, I don't know" if you don't know. It may be possible to ask another docent. Also, if you have a smart phone, you may be able to sneak a peak and tell the guest as they are leaving.

Do not give personal information about the Owner or say anything negative.

Docent Guidelines

Procedure

Be aware of the needs of other Docents. Keep guests in your section until they can safely move into the next section of the garden.

Photography is allowed in SOME gardens. It is clearly noted on the tour maps, which allows you to advise the guests.

For security purposes, stay in your own section

When the tour is over, help Senior clean up and put everything back in bag.

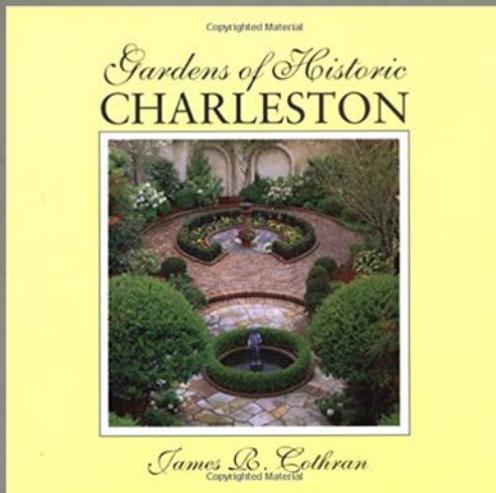
GUESTS MAY NOT SMOKE, BRING PETS OR FOOD INTO THE GARDEN. Beverages in a plastic container with a closed cap are OK.

Use good judgment and common sense in responding to an emergency. Notify your Senior Docent of any accident and be prepared to call “911”

Plant Identification

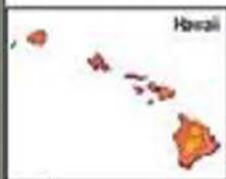
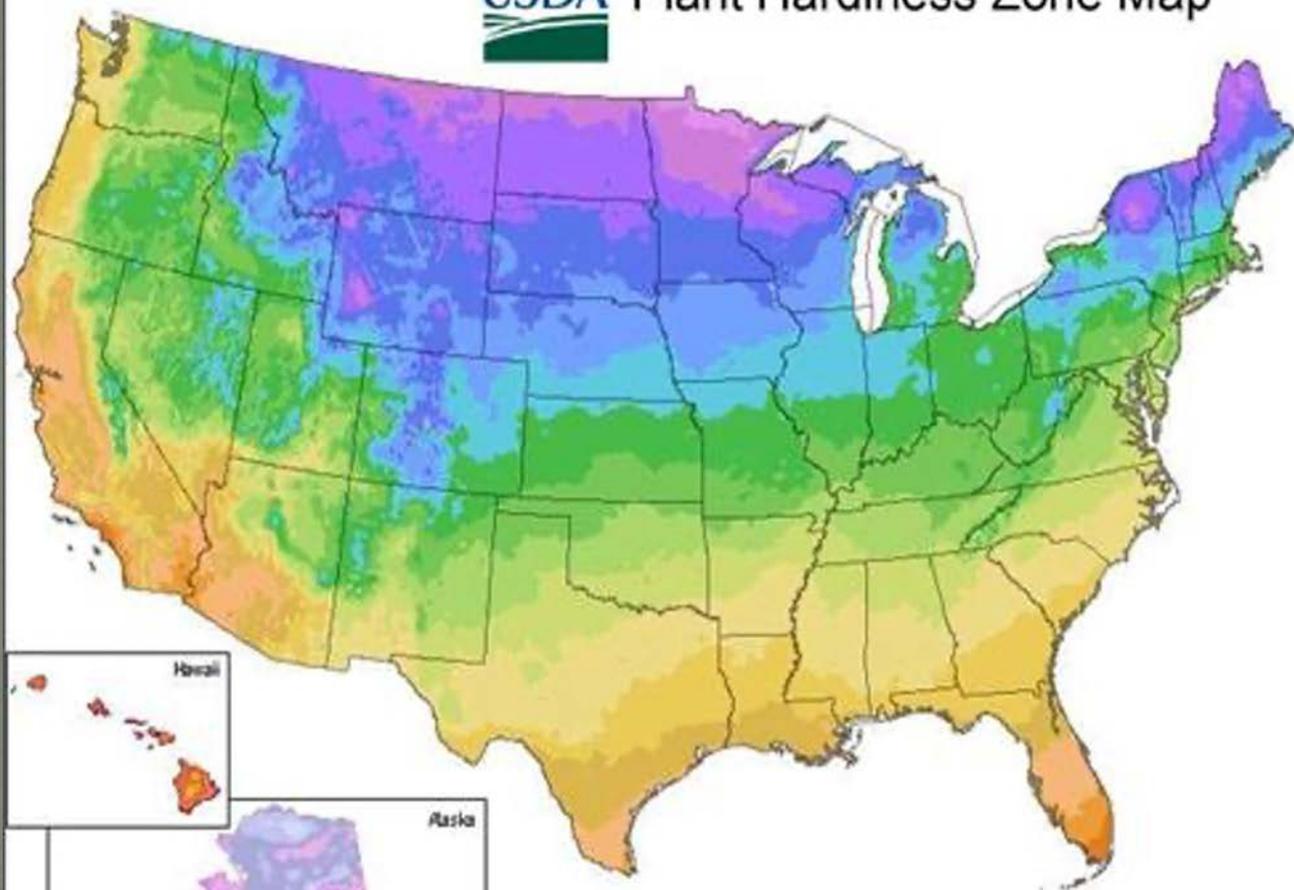
2021 Training for Garden Docents

Loutrel Briggs



A particular trademark of a Briggs' garden was the sensitive use of appropriate plants. Briggs believed that each plant should be selected based on its individual character and ability to perform within the limitations of space. As a general rule he relied on a restricted palette of twenty-five or thirty traditional Charleston plants. Plants commonly used by Briggs included the camellia, azalea, loquat, tea olive, wisteria, yellow jessamine, oleander, and star jasmine. Briggs' limited use of traditional plants not only helped to unify the garden's design but also provided a strong and continuous link with the past. In many cases Briggs incorporated into his designs a beautiful stretch of lawn or a flower border planted with perennials, annuals, and bulbs.

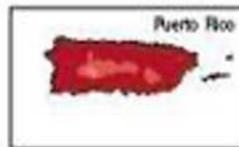
USDA Plant Hardiness Zone Map



Hawaii



Alaska



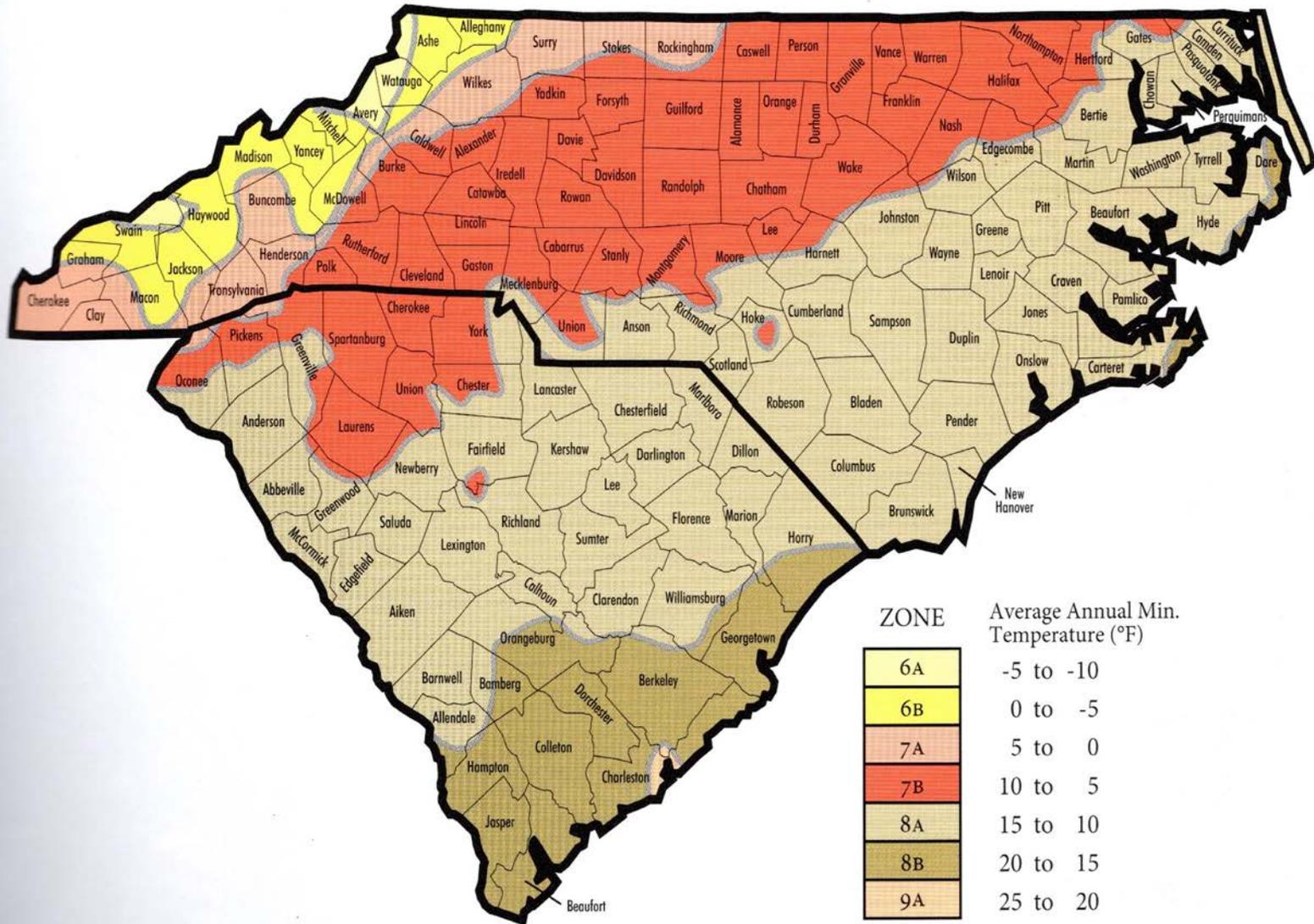
Puerto Rico

Average Annual Extreme Minimum Temperature 1976-2005

Temp (F)	Zone	Temp (C)
-60 to -55	1a	-51.1 to -48.3
-55 to -50	1b	-48.3 to -45.6
-50 to -45	2a	-45.6 to -42.8
-45 to -40	2b	-42.8 to -40
-40 to -35	3a	-40 to -37.2
-35 to -30	3b	-37.2 to -34.4
-30 to -25	4a	-34.4 to -31.7
-25 to -20	4b	-31.7 to -28.9
-20 to -15	5a	-28.9 to -26.1
-15 to -10	5b	-26.1 to -23.3
-10 to -5	6a	-23.3 to -20.6
-5 to 0	6b	-20.6 to -17.8
0 to 5	7a	-17.8 to -15
5 to 10	7b	-15 to -12.2
10 to 15	8a	-12.2 to -9.4
15 to 20	8b	-9.4 to -6.7
20 to 25	9a	-6.7 to -3.9
25 to 30	9b	-3.9 to -1.1
30 to 35	10a	-1.1 to 1.7
35 to 40	10b	1.7 to 4.4
40 to 45	11a	4.4 to 7.2
45 to 50	11b	7.2 to 10
50 to 55	12a	10 to 12.8
55 to 60	12b	12.8 to 15.6
60 to 65	13a	15.6 to 18.3
65 to 70	13b	18.3 to 21.1


 Agricultural Research Service
 Oregon State University

Mapping by the
 PRISM Climate Group,
 Oregon State University.
<http://prism.oregonstate.edu>, 2012



Charleston Trees

2021 Training for Garden Docents



Live Oak
Quercus virginiana



Camphor Tree

*Cinnamomum
camphora*

Camphor Tree

*Cinnamomum
camphora*



camphora
Chiocchio
University of Florida



**Crepe/
Crape
Myrtle**
Lagerstroemia

39+ varieties



Polarding



Dogwood

Cornus florida



Fringe Tree

*Chionanthus
retusus*

Great example
located at 19 Tradd



Peppermint Peach

Prunus persica



Maidenhair Tree

Ginkgo biloba



Maidenhair Tree

Ginkgo biloba

Leaf



Japanese
Maple
Acer Palmatum



**Japanese
Maple**
Acer Palmatum



Yoshino Cherry

Prunus x yedoensis



Kwanzan Cherry

Prunus serrulata
'Kwanzan'



Cherry

Prunus

bark



Redbud

Cercis



Redbud

Cercis



Redbud

Cercis



Loquat / Japanese Plum

*Eriobotrya
japonica*



Loquat / Japanese Plum

*Eriobotrya
japonica*



Espalier



Fig
Moraceae



Olive Tree

Olea europaea



**Italian
Cypress**
*Cupressus
sempervirens*



**Savannah
Holly**
Ilex x attenuata



Magnolia

*Magnolia
grandiflora*

Other varieties often
seen in the gardens:

Little Gem

Sweet Bay



Magnolia

*Magnolia
grandiflora*

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**Saucer
Magnolia**
*Magnolia ×
soulangeana*



Star
Magnolia
Magnolia stellata



Jerusalem Thorn

*Parkinsonia
arculeata*



Jerusalem Thorn

*Parkinsonia
arculeata*

Charleston Palms

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Mexican Fan

*Washingtonia
robusta*



Palmetto

Sabal palmetto

State tree of SC

(There are about
2600 species of palm
trees)



**Mediterranean
or European
Fan Palm**
Chamaerops humilis



Windmill

*Trachycarpus
fortunei*



Pindo

Palm

Butia capitata



**Dwarf
Palmetto**
Sabal minor

idafriendlyplants.com



**Saw
Palmetto**
Serenoa repens



**Papyrus or
Umbrella
Palm**

Cyperus papyrus



Sago Palm

Cycas revoluta



Yucca

Yucca alifolia



Yucca

Yucca alifolia

Flower

Charleston Shrubs

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Cherry Laurel

Prunus caroliniana



Cherry Laurel

Prunus caroliniana



Tea Olive

*Osmanthus
fragrans*



Tea Olive

*Osmanthus
fragrans*

Fragrant flower



**Pittosporum
or Japanese
Mock
Orange**
Pittosporum tobira



Pittosporum
or Japanese
Mock
Orange
Pittosporum tobira



Gardenia

*Gardenia
jasminoides*



Camellia

Camellia japonica

Pink Perfection



Azalea

Rhododendron

G.G. Gerbing



Anise

*Illicium
floridanum*



**Blue Point
Juniper**
Juniper chinensis



Indian Hawthorn

*Raphiolepis
indica*

Majestic Beauty



Indian Hawthorn

*Raphiolepis
indica*



Cleyera

*Ternstroemia
gymnanthera*



Red Tip

Photinia x fraseri



Red Tip

Photinia x fraseri



Ligustrum

*Ligustrum
japonica*



Sunshine
Ligustrum
Ligustrum sinense



Sweet Viburnum

*Viburnum
odoratissimum*



**Mrs.
Schiller's
Delight
Viburnum**
*Viburnum
obavatum*



Japanese Yew

*Podocarpus
macrophyllus*



Japanese Yew

*Podocarpus
macrophyllus*

Leaf



Fatsia

Fatsia japonica

Photo by Ph



Rice Paper Plant

Tetrapanax papyrifer
r



**Selloum
or Tree
Philodendron**
*Philodendron
bipinnatifidum*



Nandina

*Nandina
domestica*



Soft Caress

Mahonia

Mahonia

eurybracteata



Mahonia

Mahonia bealei

LAURA BERMAN | GREENFU5EPHOTOS.COM | 416-887-2655



Holly

Ilex cornuta

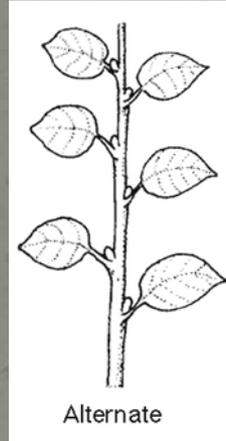
Dwarf Burford Holly



Holly

Ilex vomitoria

Alternate leaf

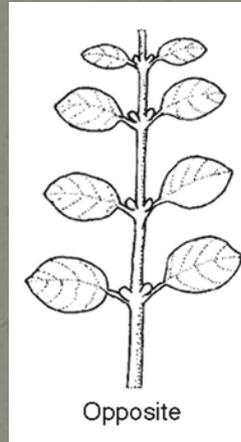




Boxwood

Buxus microphylla
japonica 'Winter
Gem'

Opposite leaf





Boxwood

Buxus microphylla
japonica
"Kingsville Dwarf"

Dwarf



Topiaries



**Winter
Daphne**
Daphne odora



Kumquat

*Fortunella
japonica*



**Satsuma
Mandarin
Orange**
Citrus unshiu



Meyer Lemon

Citrus × meyeri



Quince

*Chaenomeles
japonica*



Spirea

*Spirea
cantoniensis*



**Snowball
Viburnum**
Viburnum opulus



Hydrangea

*Hydrangea
macrophylla*



Oakleaf
Hydrangea
*Hydrangea
quercifolia*

Bill Cook



Lacecap
Hydrangea

Hydrangea
macrophylla
'Mariesii'



Oleander
Nerium oleander



Vitex

Vitex agnus-castus

Charleston Vine or Vine-Like

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Firethorn

Pyracantha



Confederat e Jasmine

*Trachelospermum
jasminoides*



Asian

Jasmine

*Trachelospermum
asiaticum*



**Carolina
Jessamine
or Yellow
Jassamine**

*Gelsemium
sempervirens*



Cat's Claw Vine

Macfadyena or
Dolichandra unguis-
cati





**Creeping
Fig**
Ficus pumila





**Evergreen
Clematis**
Clematis armandii



Smilax

Liliaceae

Some species have thorns and considered a weed.



Wisteria

Wisteria sinensis



**Cherokee
Rose**
Rosa laevigata



**Lady
Banks
Rose**

Rosa banksiae



Butterfly

Rose

Rosa mutabilis



Noisette Rose

Rosa
'Blush Noisette'

Misc: ferns, perennials & more

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Holly Fern

*Cyrtomium
falcatum*



Tassel

Fern

Polystichum

polyblepharum



Autumn Fern

*Dryopteris
erythrosora*



Cinnamon Fern

*Osmundastrum
cinnamomeum*

East
Indian
Fern

*Arachniodes
simplicior*





Resurrection n Fern

*Pleopeltis
polypodioides*



Southern Maidenhair Fern

*Adiantum capillus-
veneris*



Asparagus Foxtail Fern

*Asparagus
densiflorus*



Kimberly Queen

*Nephrolepis
oblitterata*

Boston Sword Fern



Cast Iron
Aspidistra elatior

2008



Mondo

Grass

*Ophiopogon
japonicus*



**Monkey
Grass or
Liriope**
Liriope muscari



Flax Lily
Dianella tasmanica
a



Lily of the Nile

*Agapanthus
africanus*



Clivia
Clivia miniata



Tractor Seat

*Farfugium
giganteum*



Leopard Plant

Farfugium japonicum



Curly
Farfugium
Farfugium japonicum



Bear's Breeches

Acanthus mollis

Late spring or early
summer



Foxglove

Digitalis purpurea

All parts are
poisonous if
ingested.

Deer do not like
them!



Delphinium
or
Larkspur
Delphinium

Strawberry

Begonia

Saxifraga
stolonifera



Strawberry Begonia (*Saxifraga stolonifera*)

Steve Christman ©2016 Florida



**Papyrus or
Umbrella
Palm**

Cyperus papyrus



Hosta
Hosta spp.



Lenten

Rose

*Hellebores x
hybrides*



Banana

Musa



**Fortnight
Lily or
African
Iris**

Diets iridioides



Spanish Moss

Tillandsia usneoides

A member of the bromeliad family. Very sensitive to air pollution.

Recommendations...

2021 Training for Garden Docents

Things to remember

Take pen and paper to make notes on garden during pre-tour

If you don't know, you don't know.

Google is your friend!

Look into plant ID apps. I use PlantSnap

Other docents can be very knowledgeable, share info.

Visitors are often a good source of info.

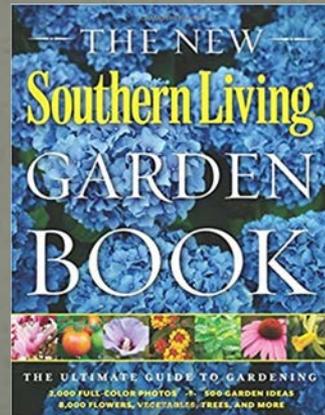
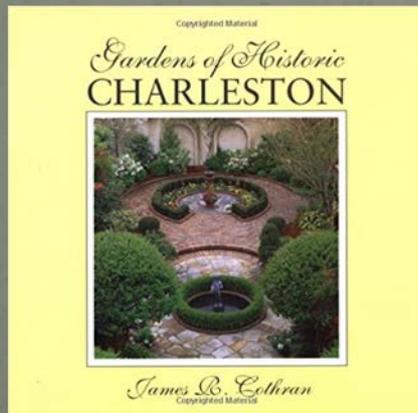
Remember, plants don't always get the memo and bloom when they are not suppose to!!

Local garden centers, books & more

Hyams Garden & Accent Store
870 Folly Road, James Island

Abide-A-While Garden Center
1460 Highway 17 N, Mount Pleasant

Brownswood Nursery
1290 Brownswood Road, John's Island



Sr. Docent Guidelines

A Senior Docent is assigned to each site on tour and is responsible for supervising tour operations at that site and securing the property during the tour. The Senior Docent serves as a liaison among the Garden Owner, Street Chair/HCF, and the Garden Docents.

Visitors will be wearing Festival wristbands to gain admittance to the tour sites. Maps and property listings will be on the tour maps and you will have a copy of the map

Assignments and Materials

HCF will provide you with the name of the Garden Owner and the list of Garden Docents assigned to the site along with the garden/house history.

Reach out to each docent ASAP to confirm their assignments. Do not give them the Garden Owner's information.

Any docent changes must be reported to HCF immediately.

Check on docents a couple of days before the tour to confirm attendance.

Again, report any cancellations to HCF to let them help you find a replacement.

Sr. Docent Guidelines

Tour Day Procedure

HCF will bring the tour supply bag and HCF flag you need before the tour begins.

Have a pre-tour meeting with the docents and have them initial the sign-in sheet, go over tour procedures, including hand signals, and answer any questions about the tour or plants.

With the help of the docents, put yellow tape to caution visitors about potential hazards. (YELLOW TAPE MUST ONLY BE USED ON BRICK, STONE OR CONCRETE – NO EXCEPTIONS!)

Hang the HCF flag at the entry point to signal you are ready.

Remember, you are the official host and greet all guests as you stand at the entry. Check that they have the correct wrist band.

Children 6 and over must have their own wrist band. Children under 6 should not be on the tour. Parents may “switch off”, one visiting the property while the other waits with an infant/toddler. The second adult may join the very next group after the switch. Strollers are not permitted inside gardens.

Service animals only are permitted on tour.

Provide a brief history of the garden and house while visitors are waiting to go in.

Sr. Docent Guidelines

Guests need to know what is expected of them:

No food is allowed inside the garden. Plastic beverage containers with a closed cap are OK.

Limited photography is allowed in certain gardens. These gardens are clearly marked at the entrance and noted on the map.

Cell phones should be silenced and camera lenses covered if required.

Oversee the Garden Docents:

If long lines are forming, signal docents to abbreviate their information and move guests through the garden.

Scan for potential hazards, especially in bad weather, like slippery steps, and have docents alert visitors to be cautious.

Do not close garden before 5pm

At conclusion of tour, leave flag rolled up, supply bag (including name tags and tour notes) where they can be easily collected by HCF staff.

Sr. Docent Guidelines

Ticket Policy

Guest will be wearing colored wrist bands that they have picked up at 40 East Bay. Tickets may be purchased, if available, online (now) or at 40 East Bay beginning April 19th.

Emergencies

You will be given a paper with emergency numbers and the cell phone number of responsible tour staff. The staff person on duty should be your first call if there is a situation/emergency that does not require you to call 911.

Incident Reports

If someone falls, or there is a medical emergency, please contact the staff member on duty immediately and fill out an incident report.