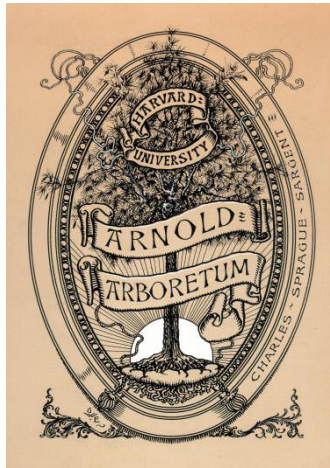


I G-7

Public Relations collection, 1973- : Guide



The Arnold Arboretum of Harvard University

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I G-7

Public Relations collection, 1973- : 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

Call No.: I G-7

Location: Archives

Title: Public Relations collection, 1973-

Date[s]: 1973-

Creators: Public Programs department, Arnold Arboretum and Archives

Quantity: 1 linear foot (2 boxes)

Language of material: English

Abstract: This collection consists of documents created by public relations staff at the Arnold Arboretum or created by other sources about public relations activities at the Arnold Arboretum. The bulk of Series I: Public Relations dates 1982-1984 reflecting Kate Nixon's tenure. The bulk of Series II: Press Releases dates 1984-1989 which coincides with Peter Ashton's tenure as Director (1979-1987). Ashton made media relations one of his main concerns and established the Public Programs Department which brought together the Membership and Education departments and which expanded to include Visitor Services, Public Events, Public Relations and Information.

Note: Access to Finding Aid record in [Hollis Classic](#) or [Hollis](#).

Preferred Citation: Public Relations collection, 1973- . Archives of the Arnold Arboretum of Harvard University.

Processing Information

Erin Dornbusch, October 2009. Finding aid template applied: Kayleigh Hinckley, 2011.

Revised March 2012, Liz Francis

Acquisition Information

Provenance: The majority of the press releases were transferred from the Public Programs Department to the Archives in the 1990s, with additional items deposited as they were released to the press by the Public Programs staff. Further accruals expected.

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.

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Historical Note

In the early 1980s, in order to improve the Arboretum's public services, Director Peter Ashton established the Public Programs Department which brought together the Membership and Education departments which expanded to include Visitor Services, Public Events, and Public Relations and Information. With media relations one of his main concerns, the Arboretum periodically issued press releases to announce upcoming programs and special events.

While the Arboretum has generated a generous amount of publicity, typically individual departments have been responsible for publicizing programs and events. Historically only two Arboretum staff members have held public relations positions- Kate Nixon, Public Relations Coordinator, 1981-1986 and her successor, Jo Proctor, Public Affairs Officer, 1986-1989.

This collection consists primarily of marketing materials and press releases from 1984-1989 which coincides with Peter Ashton's tenure as Director (1979-1987); with early releases issued by Fran Broadbridge (1973), Margo Wittland Reynolds (1977-1980), and Hope Wise (1980). Staff members Kate Nixon, Public Relations Coordinator (1981-1986) and Jo Proctor, Public Affairs Officer (1986-1989) were responsible for issuing the majority of the material. During 1990 and 1991 press releases were handled by Nan Sinton (1989-1991) who had other public program responsibilities.

Scope and Content

This collection documents the activities of the Public Programs department, especially Kate Nixon, Public Relations Coordinator, 1981-1986 and her successor, Jo Proctor, Public Affairs Officer, 1986-1989. Included are correspondence, notes, marketing materials, budgets, committee records, and press releases. Items date 1973-2005, but the majority of materials were created 1983-1989.

Arrangement

This collection is arranged into 2 series:

Series I: Marketing, Funding, and Activities

Series II: Press Releases

Container List

Series I: Public Relations

Box 1

Folder

1: Advertising Materials

- 1983 New England Spring Garden and Flower Show program, January 17, 1983
- Memorandum: CURRENTS Advertising, with supporting materials, October 12, 1985
- Sart [sic] a Tradition and Given an Arboretum Gift!, undated

- The Harvard Independent Christmas Advertising Supplement, undated
- The Arnold Arboretum: "A Garden for All Seasons," undated
- The Arnold Arboretum: "A Garden for All Seasons", in *Museums*, undated
- Portrait of a Gardener, newspaper clipping, undated
- Have a Green Christmas This Year, undated
- The Arnold Arboretum Has a Special Gift for You If You Become a Member, undated
- The Perfect Christmas Store is in Jamaica Plain, advertisement, undated
- Have a Green Christmas This Year, advertisement, undated
- The Arnold Arboretum of Harvard University Plant Distribution and Sale, flyer, Fall 1981
- Spring Advertising for Arboretum, undated
- Holiday Sale at the Arnold Arboretum, undated
- Park Ranger Spot / WEEI, undated

2: Brochure Materials

- Memorandum: Agenda and Date of Next Public Relations and Education Committee Meeting, March 18, 1980
- The Arnold Arboretum, brochure, undated
- New Brochure Materials and Layout, undated
- Piper Street's Cultural Guide Listing, undated

3: Boston's Living Treasure

- Multiple drafts of "The Arnold Arboretum: Boston's Living Treasure"

4: Budget

- Approved Budget Listings, April 27, 1981
- Budget Revision, May 27, 1981
- Minutes of the PR & ED Meeting, August 3, 1981
- Memorandum: Season's Greetings – It's Budget Time, December 7, 1981
- Request for Volunteer/Tour Coordinator Position, December 22, 1981
- Funds Requested for Student Helper, February 17, 1982
- Bill from Design Research Unit, March 1, 1982
- Memorandum: Financial Report 1981-82, Public Relations, August 16, 1982
- Memorandum: Attached Financial Report 1981/82, Notes to Consider, August 16, 1982
- Financial Report: 1981-1982, Public Relations, undated
- Budget Worksheet – 1981-82 Preparation, undated
- Budget – July 1, 1982 – June 30, 1983, undated
- Budget for Public Relations, undated

5: Community Involvement

- Correspondence on Agency for Inter-Agency Community Breakfast Meeting, September 28, 1981
- Public Hearing to be Held by Boston City Council's Committee on Public Safety, April 29, 1982
- Jamaica Plain Workforce, April 30, 1982
- Correspondence about Advocacy Committee, April 30, 1982
- Wake Up Earth Festival, includes supporting materials, May 1, 1982
- Correspondence to Boston Police Department Requesting Crime Statistics, May 3, 1982

- Community Festival Meeting, Hunnewell Building at the Arboretum, May 6, 1982
- Correspondence about the Agazzi's Community School for Self-Defense Course, July 8, 1982
- Correspondence from Human Services Workforce, undated
- Correspondence to Community Friends about Fall Programs, undated
- Questions Related to the Arboretum, undated
- Discover Spring at the Arnold Arboretum, undated
- The Arnold Arboretum Needs Your Help and Interest!, undated
- Community Festival Meeting "Keep it Growing", undated
- Walter Fahey Proposes, undated

6: Concerts

- Proposed Concert at the Arboretum, March 2, 1983
- Timelines: Concert/Sept. 11/Sunday, May 9, 1983
- A Concert Punch List Things Done and To Do For Sept. 11, August 10, 1983

7: Concert Financing & Funding

- Arts at the Arboretum: ticket count, undated
- Charlotte Kaufman Photography concert expenditure, undated
- Bill from printers for concert, August 4, 1983
- Correspondence to Boston Licensing Commission for Concert, September 8, 1983
- Request for check to be sent to Boston Licensing Commission for Concert, September 9, 1983
- Expense summary for concert, September 12, 1983

8: Correspondence from Kate Nixon, 1982

- To Wendy Marks on Public Relations job listing, includes resume and follow-up letter, April 5, 1981
- To friends and neighbors of the Arboretum, March 22, 1982
- About dogs in the Arboretum, April 26, 1982
- To Willard Scott about Arbor Day, April 26, 1982
- To WCVB-TV about Sunday Open House, April 26, 1982
- To WCVB-TV about Arbor Day Celebration, May 19, 1982
- To Boston Police Department, May 27, 1982
- About Park Security, June 3, 1982
- To Roger Marks of the Massachusetts Department of Public Health, June 29, 1982
- To Jamaica Pond Association, July 14, 1982
- To Senator Arthur J. Lewis, Jr., July 19, 1982
- To WBZ-TV about the Art of Olmsted Landscape Exhibit, July 26, 1982
- About ants at the Arboretum Concert, September 15, 1983
- To Rev. Merlet of Pro Musicis Foundation, undated

9: Correspondence to Kate Nixon, 1982

- Requesting Arboretum brochure, April 6, 1982
- From Pro Musicis Foundation about contribution, April 8, 1982
- From Senator Arthur J. Lewis, Jr., May 17, 1982
- About Park Security, May 19, 1982
- From Director of Viewer Support from WGBH-TV, May 24, 1982

- Postcard about Arbor Day correspondence to Laura Talmud at WCVB-TV , May 24, 1982
- From visitor requesting local hotel information, June 3, 1982
- About Park Book, undated
- From Ralph King Studio, undated

10: Correspondence – General , 1983

- About *Plant Sciences* Article, February 12, 1983
- To Jack Doherty about Gene Survillo article February 25, 1983
- About WERS interview, August 18, 1983
- To Fred Meyer on article, September 15, 1983
- To Harvard United Way on Park Ranger donations, September 23, 1983
- From Greater Boston Convention & Tourist Bureau, September 28, 1983
- About new brochures, September 30, 1983
- About Plant Sale, undated
- To Boston Globe on article, December 5, 1983

11: Education

- The Herbarium, March 18, 1982
- New Alchemy Institute summer course program, June 30, 1982
- Correspondence to Kate Nixon from MSPCA, June 13, 1982
- Correspondence to deCordova Museum about Pruning Exhibition, [July 26, 1982
- Correspondence to Kate Nixon requesting information on environmental communications work, September 27, 1982
- Arboretum offers special workshop: "Music in the Woods", December 8, 1982
- In recognition of outstanding supervision of student interns, May, 1984
- Correspondence to Kate Nixon on the Coordinator of Education position, with supporting materials, February 21, 1985
- Correspondence to Garden Center Manager, undated
- Press Release: Dipping into Plant Catalogues, undated
- The Natural World of Science Program, with supporting materials, undated
- Correspondence to Kate Nixon from Blue Hills Trailside Museum, undated
- Arnold Arboretum searching for new Coordinator of Education, undated

12: Final Analysis

- Memorandum: Expenditure of additional 82/83 monies, March 16, 1983
- Memorandum: Revised budget allocations, March 17, 1983
- Memorandum: Budget revisions, April 20, 1983
- Memorandum: 1982-83 Public Relations and Education Committee budget report, October 24, 1983
- Volunteers/Tours/Facilities, October 24, 1983
- Meeting of Public Relations and Education Committee, November 21, 1983
- 1982/83 revised budget and IMS allocations, undated
- Correspondence to Peter Ashton on budget, undated
- Public Programs 1982 – 1983: An overview, undated

13: Flyers

- Woody Plants in Winter, undated
- The Biology of Mosses and Liverworts, undated
- Botany/Horticulture, undated
- The Arnold Arboretum Invites You to a Special Plant Sale, undated

- At the Arnold Arboretum Every Sunday in October is Special, undated
- The Arnold Arboretum Invites You to a Special Plant Sale, undated
- Sunday Walks in October, undated
- Autumn Activities at the Arnold Arboretum, undated
- Correspondence from Kate Nixon to Members of the Jamaica Plain and Roslindale Communities, undated
- Twilight Walks Through Arnold Arboretum, undated
- Discover Spring at the Arnold Arboretum, undated
- Dear Neighbors: The Arnold Arboretum Invites You to Participate in the Following Two Events Coming Up Soon, undated

14: Flyers [Samples]

- AABGA Meeting, November 20, 1979
- List of Registrants: AABGA Accreditation Symposium, November 16, 1979
- The Museums of Boston Invite You to "Come to Your Senses" this October, August 8, 1984
- You Haven't Seen Anything Yet, tour form, undated

15: Foreign/Out of State Visits

- Correspondence to Ashton about Forest Service of Korea visit, December 1, 1981

16: Front Desk

- Correspondence to staff from PR & ED Committee on Front Desk administration, July 23, 1981
- Tentative schedule for covering the Public Information Desk, July 27, 1981
- Coverage of the Front Lobby, August 5, 1981

17: Ideas

- Correspondence from Morton Arboretum on new program ideas, September 10, 1979
- Correspondence from Boston Museum of Science, April 24, 1981
- Note to Kate Nixon about garden columns, February 2, 1982
- Summer Horticulture Orientation/Education Programs, 1983
- For PR purposes, undated
- List of old plants for PR purposes, undated
- Ideas for kids, undated
- Old Sturbridge Village calendar of special events, undated
- Publicity ideas about education/museum news, undated

18: Kate Nixon Materials

- Chair of PR+Ed, November 25, 1980
- Public Relations Officer position listing, March 31, 1981
- Public Relations Officer position listing, May 15, 1981
- Salary increase request for Public Relations Officer position, December 30, 1981
- Note from Kate Nixon about Reception Desk policies, April 6, 1983
- Ideas for Public Relations department, undated
- Public Relations Officer job description, undated
- Public Relations Officer, newspaper clipping, undated

19: Job Descriptions/Job Ads

- Correspondence to Kate Nixon about Public Relations job, June, 1981
- Volunteer/Tour Coordinator Arnold Arboretum, undated
- Staff Assistant Arnold Arboretum, undated
- Coordinator of Volunteer and Visitor Services, undated
- Volunteer/Tour Coordinator, undated
- Membership Coordinator, undated
- Public Relations Officer, undated
- Volunteer/Tour Coordinator, undated

20: Letter Head Design

- Sample Arboretum Letter Head

21: Litter Bag Clean-Up

- Litter clean-up letter, April 27, 1982
- Letter to Arboretum staff about clean-up, June 24, 1985
- International Packing Design flyer, undated
- Keep Jamaica Plain Growing flyer, undated
- Keep Jamaica Plain Growing flyer, undated

22: Luncheons

- Correspondence to Kate Nixon about "The Emerald City" luncheon lecture, November 4, 1981
- Correspondence to Kate Nixon about luncheon lectures, November 18, 1981
- Correspondence from August Schumacher on luncheon lectures, September 22, 1982
- Correspondence from Secretary James S. Hoyte, February 15, 1984
- Wednesday lunch talks – at 12:30, undated
- Wednesday lunch talks – at 12:30, updated
- Selected Arboretum calendar: Fall/Winter 1984-1985, undated
- Invitation to "Cider Making in New England" luncheon lecture, undated

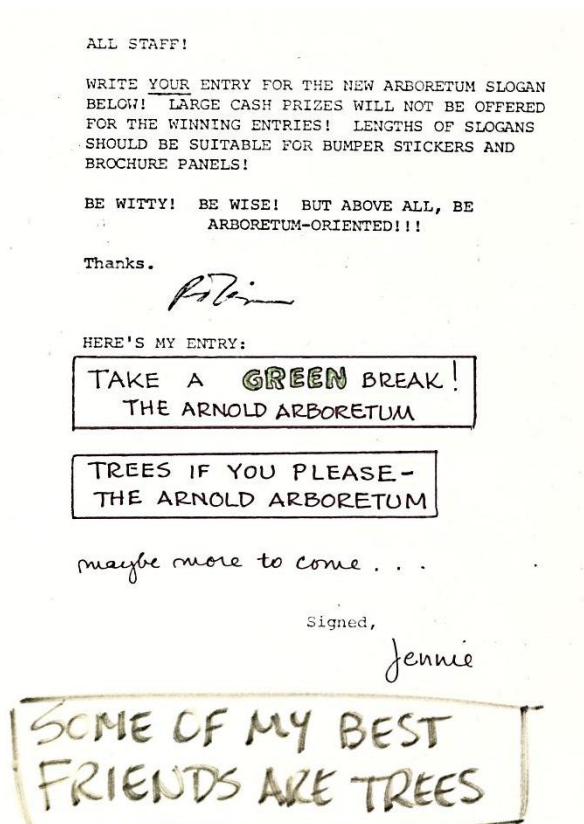
23: Museum Council of Harvard University

- 1979-1980 list of Museum Council members, November 29, 1979

24: PR + ED Committee Materials

- Dates for Olmsted exhibit, November 24, 1981
- Correspondence about Arboretum course fees, November 24, 1981
- Memorandum: PR + ED meeting agenda, December 4, 1981
- Annual Report: 1982, undated
- Memorandum: Revisions to 1981-82 budget, February 12, 1982
- Correspondence from Kate Nixon about availability, February 18, 1982
- Opening evening lectures, Spring 1982, March 10, 1982
- Memorandum: PR + ED meeting agenda, March 15, 1982
- Kodak 460 automatic focus problem, April 12, 1982
- Memorandum: Absence of Wendy Marks from Park Commission meeting, May 6, 1982
- Timeline: Spring/Summer/Fall – 1982, undated
- Agenda Format/Public Relations and Education Committee meeting, June 9, 1982
- Agenda format/Public Relations and Education Committee meeting, June 16, 1982
- MOB display in Faneuil Hall, June 21, 1982

- Agenda format/Public Relations and Education Committee Meeting, June 23, 1982
- Agenda format/Public Relations and Education Committee Meeting, July 7, 1982
- Reminders from Kate Nixon about PR + ED Committee, September 23, 1982
- Summer Horticultural Trainee Program – Schedule, 1982
- Reminders from Kate Nixon about PR + ED Committee, October 19, 1982
- The Arnold Arboretum and Education Committee receives grant, October 29, 1982
- Latest budget information, November 1, 1982
- Signage associated with Membership Development Campaign, March 24, 1983
- The Sheet, March 20 – 18, 1985
- Request for Effective Communications seminar tape, undated
- An overall approach: Public Relations for the Arnold Arboretum, undated
- First Sunday Walk in the Fall series, undated
- Institute slide presentation, undated



Slogan entry from Jennie, undated

25: Slogans

- Postcards acknowledging donations, March-April, 1982
- "The inhuman carnage must stop! *And now!*" collage of tree vandalism, undated
- Arnold Arboretum slogan ideas
- Memorandum: Kate Nixon to All Staff, "A Few Items of Interest," January 28, 1985

26: Subcommittee on Security

- Meeting sign-in and attendance lists, 1982
- Waiting list, undated
- Mailing list, undated
- Template for Park Ranger Fund donation receipts, undated
- "AA Volunteers in area who might help with soliciting funds," undated
- "Sign-up for door-to-door solicitation," July, 1982
- Sign-up sheet for walkers and dog walkers (to patrol Arboretum), undated
- Memorandum: Subcommittee on Security to Members of Arboretum Community and Mass Media, "Taking Back the Arboretum," June 3, 1982
- Guest Editorial: Linda Coe, the Clearinghouse for Technical Assistance, undated
- Memorandum: Subcommittee on Security to All Arboretum Joggers, Walkers, and Users, "Safety," ca May, 1982

27: Tours/Facility

- Correspondence to Boston by Foot, January 17, 1983
- Spring at the Arnold Arboretum, April 3, 1984
- Correspondence from Arts and Sports USA Cultural Services, April 12, 1984
- Arnold Arboretum of Harvard University: Tours, Facilities, Lectures, undated
- If Spring is the Thing, Then Fall is a Ball at the Arnold Arboretum, undated
- See a Whole World of Plants!, undated
- Copy of all permits, contracts, etc., undated
- Possible Announcement of Types of Tours Available to the Following Institutions, undated
- Request for Highlights New England Newsletter, undated

VHS Tapes

- VHS tapes: HGTV's "Great American Gardens" episode #208, featuring the Arnold Arboretum. Aired March 8, 2003. Two copies

Box 2

Series II: Press Releases

Folder

1: 1973

- For the Gardening Supplement, March 29
- Plant Resources of Massachusetts: An Ecological Approach to their Conservation, May 9
- Fall Courses at the Arnold Arboretum, August 27
- Excerpt from *Arnoldia* on Seeds, October 1
- Fall Courses at the Arnold Arboretum, details about, August 27
- "Evenings with Friends" Opens Fall Series, September 27

2: 1977

- Eudoxia Woodward release, April 5
- March Courses at the Arnold Arboretum, no release date
- Continuing Events, July 22
- Spring Events at the Arnold Arboretum, no release date

- Vacancies in Fall Courses, September 16
- Fall Courses at the Arnold Arboretum, July 25
- Arnold Arboretum Courses for Fall, no release date
- Flora from Shakespeare Exhibit, September 16

3: 1978

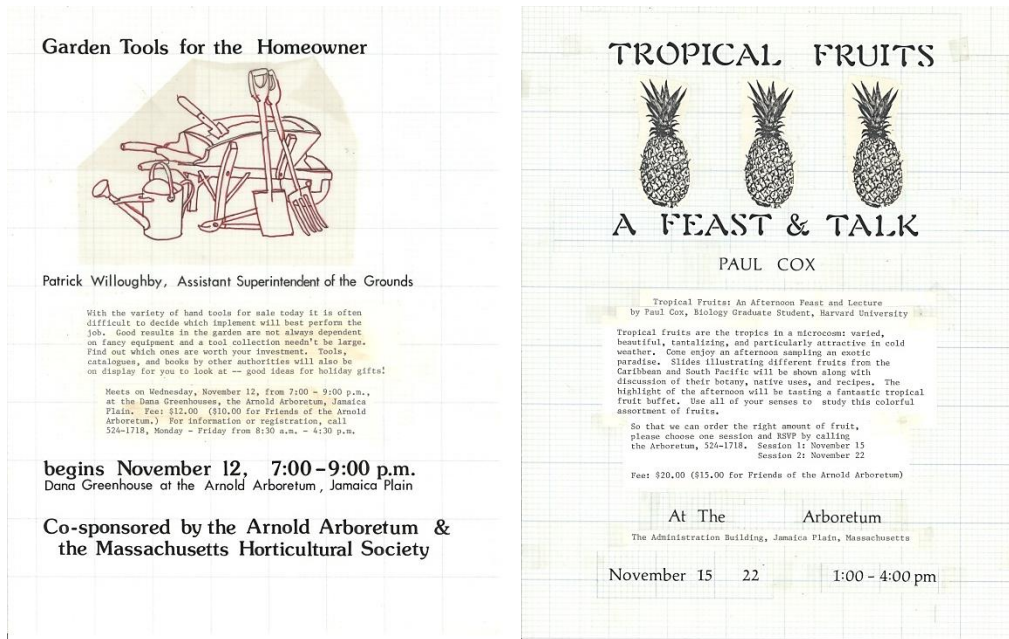
- Arnold Arboretum Announces November/December Lectures, November 7
- Lilac Sunday at Arnold Arboretum, no release date
- Mother's Day at the Case Estates, no release date

4: 1979

- Escape With Us to the Tropical Isles, January 7
- Fall Courses at Arnold Arboretum, September 17
- What's in Bloom? August
- Spreading Roots Exhibit, July 18
- Arboretum Luncheon Lectures, November 28
- Arnold Arboretum Lecture Series, no release date

5: 1980

- Arnold Arboretum Spring Courses, February 29, 1980
- Wednesday Lunchtime Lectures, March 20
- Arnold Arboretum to Conduct Tours in Spanish, April 8
- Wednesday Lectures, January 31
- Arnold Arboretum Wednesday Lectures, March 5
- Arnold Arboretum Programs, April 2
- Harvard's Arnold Arboretum Awarded Prestigious Reginald Cory Memorial Cup, March 12
- Case Estates Lecture Series, March 28
- Autumn Activities Fall into Place at the Arnold Arboretum, August 27
- Special Plants in Special Places, September 8
- Holiday Decorations Made with Plant Materials: A Workshop, November 8
- Fall Courses: October Offerings, September 8
- In the Field, September 8
- Fall Courses: Early November Offerings, October 2
- Fall Courses: Mid-November Offerings, October 9



Proofs for press releases, "Garden Tools for the Homeowner" and "Tropical Fruits," November 1980

- Garden Tools for the Homeowner, no release date
- Tropical Fruits: A Feast & Talk, no release date
- Tropical Fruits Feast and Talk at Arnold Arboretum, November
- May Calendar, no release date
- March Calendar, January 31, 1981

6: 1982

- Luncheon Lecture Series/Free Van Tours, February 11
- Park Security/Spring Programs], March 22
- Jamaica Plain Workforce and Breakfast Group to Host Meeting for State Legislators, April 5
- Arboretum Park Ranger Weekend, includes supporting material, June 25
- See the City the Way Olmsted Designed It!, August 16
- Arboretum Plans Fall Cleanup, August 30
- Olmsted Walks], August 30
- Olmsted Companion Lectures, August 30
- Take Home a Chinese Redbud, August 30
- September/October Calendar, no release date
- Civilizing Nature, August 20
- Arboretum's Luncheon Lecture Series Begins, September 28
- Travelogue: Paris to Patmos Lecture, October 28
- Cider-Making in New England: Colonial to Modern Times, October 28
- Arboretum's Luncheon Lectures Continue, December 2
- Arboretum Presents Special Luncheon Program, December 10

7: 1983

- Harvard's Arnold Arboretum and Museum of Comparative Zoology to Sponsor a BBC Nature Film Festival, January 10

- Getting into Spring, January 13
- Getting into Spring, February 8
- Sculpture Exhibition Opens at the Arboretum, March 14
- Arbor Day Memorandum, March 22
- Arbor Day Festival to Mark Beginning of Spring Season at Arnold Arboretum, includes Supporting Material, April 1
- The Arnold Arboretum Celebrates Lilac Sunday on May 22, April 20
- Community Newsnote: Lilac Sunday, April 22
- Public Service Announcement: Lilac Sunday, April 23
- "Arts at the Arboretum", June 9
- Sing Oak, Ash, and Thorn, June 15
- "Arts at the Arboretum", July 6
- Public Service Announcement: Sing Oak, Ash, and Thorn, July 7
- Fall into the Arboretum, July 30
- Fall Tours, September 6
- October Listing of Programs at the Arnold Arboretum, no release date

8: 1984

- Arboretum Committee Sponsors "An Old-Fashioned Winter Day in the Park" on February 12, January 9
- Volunteer Plant Collectors Needed at Arnold Arboretum, January 27
- Arboretum Sponsors Special Luncheon Lecture by Al Bussewitz, February 23
- Public Service Announcement: Volunteer Training, February 29
- 1984 Spring Calendar: March 10 - June 10, no release date
- 1984 Spring Calendar: February 6 - June 10, no release date
- Meeting Notice, no release date
- Arnold Arboretum Hosts Environmental Affairs Secretary James S. Hoyte, March 6
- Public Service Announcement: Spring Programs at the Arnold Arboretum, March 9
- Children's Programs at the Arnold Arboretum, March 14
- Arboretum Announces a Full Schedule of Spring Programs, March 14
- Arbor Day Festival Sale, March 20
- This Year, Arbor Day is for Kids!, March 26
- The Arnold Arboretum Celebrates Lilac Sunday on May 20, April 19
- Summer 1984, May 4
- Arnold Arboretum Celebrates Lilac Sunday on May 20, May 14
- A Pre-Invitation to Attend the Arboretum's Rare Plant Auction and Annual Fall Plant Sale and Giveaway on September 23, 1984, May 30
- Summer 1984, June 8
- Take Your Family to a Quiet Beech This Summer!!!!, June 20
- Boston Park Rangers to Lead Special, Walking Tours through the Arnold Arboretum This Summer, June 20
- "Magical Floral Forms" Opens at Arnold Arboretum, July 27
- Arboretum's Annual Plant Giveaway and Sale and Rare Plant Auction to Take Place on Sunday, September 23, July 31
- Fall in Love with the Arnold Arboretum, August 30
- Plants-Plants-Plants . . ., August 31
- Magical Floral Forms Opens at Arnold Arboretum, August 31
- Selected Arboretum Calendar Fall/Winter 1984-1985, no release date
- Join the Arnold Arboretum for a New Season of Free Luncheon Lectures, September 25

- Arnold Arboretum Offers Four Special Weekend Walks and Talks This October, no release date
- An Arboretum Fall Preview: Two Special Arboretum Weekend Tours, no release date
- Arboretum Presents "Eastern Accent Series" This Fall, no release date
- Children's Programs Offered by The Arnold Arboretum This Fall, no release date
- Arnold Arboretum Featured Weekend: October 20 and 21, no release date
- Gift Memberships, October 23
- Volunteer Request, October 23
- Arboretum Luncheon Program Scheduled for November 14, October 29
- Arboretum Hosts Innovative Symposium, "High Tech\New Tree Care and Selection," On Friday, December 14 . . . , November 6
- November Luncheon Programs at the Arnold Arboretum, November 6
- Christmas Plants at Arnold Arboretum, November 26
- The Arboretum's Winter Landscape, November 26
- The Arboretum Needs a "Few" Good Volunteers, November 26
- A Symposium: Preventive Care for Trees and Shrubs, no release date

9: 1985

- Free Luncheon Lectures Offered at Arnold Arboretum in March, February 7
- Spring Courses for Plant and Nature Lovers Begin on 12 at the Arnold Arboretum, March 7
- Create Your Own Floral Arrangement at the Arnold Arboretum, March 23
- Arbor Day Festival Scheduled for 27 at the Arnold Arboretum, March 23
- The Arnold Arboretum Celebrates Lilac Sunday on May 19, March 23
- Know and Grow Spring Plants at the Arnold Arboretum, March 28
- Learn About Plants from the Orient at the Arnold Arboretum, March 28
- Capture the Beauty of Nature at the Arnold Arboretum, March 28
- Learn the Art of Gardening at the Arnold Arboretum, March 28
- Tour New England with the Arnold Arboretum, March 28
- Arbor Day Activities, March 29
- Lilac Sunday Announcement for "Arts Preview", March 29
- Spring/Summer at Arnold Arboretum, March 29
- Arboretum Committee to Sponsor Flea Market to Benefit Park Ranger Program on April 27, 1985, April 1
- Lilac Sunday Activities, May 2
- Case Estates Open House Activities, May 2
- Arboretum Dedicates New Rose Family Garden on June 12, 1985, June 10
- Renovation to Arboretum Gates Continues, June 18
- Plant Sale Press Release, no release date
- Calendar Listing\Specialty, August 9
- Arnold Arboretum to Sponsor Variety of Special Walks and Day Tours This Fall and Winter . . . , August 15
- Fall Programs, August 23
- Coming Up at the Arnold Arboretum, no release date
- "A Biblical Garden" - Paintings and Drawings by Carol Lerner - Set to Open at Arnold Arboretum on September 23, 1985, September 6
- Get Your Hands on Some Plants at the Arnold Arboretum . . . , September 10
- Learn to Guide Children Through the Arboretum as "Sharing Nature With Children" Begins on September 12, 1985, no release date
- "Sharing Nature with Children" flyer, no release date

- Arboretum Committee to Host Party in Honor of Photo Contest Winners, September 18
- Arnold Arboretum and New York Botanical Garden to Sponsor All Day Symposium on Perennials at Harvard University's Graduate School of Design, September 19
- "Museum Goers Month" Publicity Committee Request, September 19
- The Arnold Arboretum Presents a Series of Free Lunch Lectures for Plant Lovers, September 25
- Public Service Announcement: Free Lunch Lectures, September 25
- October Is Museum Goers Month at the Arnold Arboretum, September 25
- Caribbean Plants for the Traveler, September 26
- Hurricane Gloria Storms through Arboretum . . . , September 30
- Lydia Kowalski Appointed Executive Director at Arnold Arboretum of Harvard University, October 25
- The Arnold Arboretum Opens Up a World of Plants for Elementary School-Age Children, October 25
- Chinese Flower Arranging Lecture, October 28
- Do Your Holiday Shopping at the Arnold Arboretum's Unique Gift Shop in Jamaica Plain . . . , November 4
- The Arnold Arboretum Presents "Festive Boards" Arrangements for the Holiday Season . . . , November 5
- Arnold Arboretum's Free Lunch-Lecture Series to Feature "Antarctica: Ice, Lichens, and Penguins" on December 4, November 18
- Children's Vacation Adventures Offered at Arnold Arboretum in December and February, November 18
- Two New Exhibitions Open at Arnold Arboretum This Winter, December 10
- Blossom on the Bough Exhibit, December 16
- Arnold Arboretum Announces Its Annual Celebration of the Lilacs, December 16
- Lunch Lectures Continue at Arnold Arboretum This Winter, December 19

10: 1986

- Nature of New England Report, January 3
- "Photography in a Greenhouse" Course, no release date
- The Arnold Arboretum Presents The Landscape
- Children and Parents Invited to Celebrate Arbor Day at the Arnold Arboretum on Saturday, 26, 1986, January 17
- "Blossom on the Bough", no release date
- Take a Tour through Spring at the Arnold Arboretum, no release date
- Tour Guide Training for Volunteers Begins on March 18. 1986, at Arnold Arboretum, February 7
- Public Service Announcement: Tour Guide Training, February 10
- The Arnold Arboretum Presents "Passport to Enchantment" at The Massachusetts Horticultural Society's Annual Flower Show . . . , March 3
- Adult Education for Plant Lovers Begins in at the Arnold Arboretum in Jamaica Plain, March 11
- The Arnold Arboretum Celebrates 100 Years of Arbor Day in Massachusetts with Special Activities for "Children" of All Ages . . . , March 21
- Celebrate 100 Years of Arbor Day in Massachusetts at The Arnold Arboretum's Arbor Day Festival, March 31
- Many Courses and Workshops Offered at Arboretum's Case Estates in Weston This Spring, no release date

- The Arnold Arboretum Celebrates 100 Years of Arbor Day in Massachusetts with Special Activities for “Children” of All Ages . . ., April 1
- Arnold Arboretum Offers a Number of Unusual Day-Tours and Weekend Trips This Spring And Summer, April 1
- Plants You Should Know Better!, no release date
- Coming This Spring: The Arnold Arboretum Presents “Sky Gardening,” a Symposium on Birds, Butterflies and the Horticultural Habitat, April 1
- Children’s Field Study Experiences at the Arnold Arboretum, April 7
- Gala Open House at Harvard University Herbaria Scheduled for May 8 . . ., April 7
- The Arnold Arboretum Celebrates 100 Years of Arbor Day in Massachusetts with Special Activities for “Children” of All Ages . . ., April 9
- New Zealand Joins Intern Program at Arboretum’s Case Estates, April 9
- Arnold Arboretum to Offer Two Weekend Excursions for Garden and Wildflower Enthusiasts this Summer . . ., April 9
- Arnold Arboretum to Sponsor Special Program on Edible Landscaping with Noted Author Robert Kourik, April 9
- Arnold Arboretum Celebrates 100 Years of Arbor Day in Massachusetts with Festival for Kids and Parents on 26 . . ., April 21
- Arnold Arboretum to Sponsor Two Painting Courses for Lovers of Nature and Art . . ., April 22
- Public Service Announcement: Sky Gardening – Attracting Birds and Butterflies, April 25
- Arbor Day News Announcement Transcript, April 26
- Public Service Announcement: Lilac Sunday, May 2
- Arboretum Clean-Up Day, August 23
- Arnold Arboretum Committee Clean-Up, no release date
- Annual Rare Plant Auction, September 5
- What Bush Would You Plant in Vice President Bush’s Shoes?, September 18
- Plant Sale and Rare Plant Auction, no release date
- Arnold Arboretum’s Plant Sale and Rare Plant Auction, no release date
- Rare and Unusual Plants Auctioned at Arnold Arboretum Annual Sale, September 21
- Registration Open for Landscape Symposia at Harvard University, September 29
- Are You Interested in Taking a Course at the Arnold Arboretum?, October 7
- Bonsai Plants Stolen from Arboretum, no release date
- 500 Gardeners, Landscape Designers and Nurserymen to Meet at Landscape Symposia, October 16
- Wednesday Luncheon Series Begins at Arnold Arboretum, October 22
- Del Tredici Voted Prize, October 30
- Mark November 19 on Your Lunchtime Calendar, November 3
- Arnold Arboretum Heralds in the Holidays, November 9
- Mary Kelsey Exhibition “Winter Forests”, November 10
- Arnold Arboretum Hosts Lunchtime Lectures, November 21
- Plant Conservation, Endangered Species and The Arnold Arboretum, December 9
- Holiday Bazaar at the Arnold Arboretum, no release date
- Arnold Arboretum Shop Recommends Ten Books for People with Green Thumbs, December 15
- The Arnold Arboretum of Harvard University Selected Winter Calendar, no release date

- "Perspective on English Gardening" is Subject of Arnold Arboretum Lecture, December 22
- Arnold Arboretum Offers Plant Photography Series, December 29
- Fall Works Its Chemistry in Color . . . , no release date
- Come to Your Senses: Take Advantage of The Arboretum's Public Services This Fall, no release date

11: 1987

- Green Thumb Lectures Break Winter Ice Beginning January 13, January 4
- January 21 Lecture Will Be "Making the Wildflower Garden", January 6
- February 4 Lecture at Arnold Arboretum on Garden History, January 13
- Authority on Tropical Rain Forests Warns of Destruction of Biodiversity, January 22
- Arboretum Seasons Opens at The Arboretum Gallery, February 6
- "The Chinese Path," The Botany of China and the Arnold Arboretum, no release date
- An Armchair Approach to "Growing Up In an English Landscape Garden", February 22
- "Sharing Nature with Children" Guide Training Program Begins March 10 at Arnold Arboretum, February 22
- The Arnold Arboretum's Calendar, no release date
- Peter Shaw Ashton Background Information, no release date
- The Arnold Arboretum Hosts Spring and Summer Public Programs, March 25
- Important Collection of Chinese Plants Open to the Public at The Arnold Arboretum in Jamaica Plain, no release date
- The Arnold Arboretum Says "Tree Cheers for Kids" at Annual Arbor Day Party, April 13
- Arnold Arboretum Offers Conservation Botany Course, no release date
- The Arnold Arboretum to Introduce Tree Detective Maps at Arbor Day Party
- Tree Cheers for Kids . . . , no release date
- The Planting Ceremony - Arbor Day Celebration-26, 1987, no release date
- Welcome, Spring: Delight in the Colors of The Arboretum, March
- The Arnold Arboretum of Harvard University Announces Annual Spring Lecturer, April 28
- A Boston Tradition Blooms on Sunday, May 17 at the Arnold Arboretum, May 1
- Spring Lectures Scheduled at the Case Estates, Weston, May 4
- Harvard University's Arnold Arboretum Invites Children to Follow in the Footsteps of Sherlock Holmes, April
- Children Invited To Follow In Sherlock Holmes' Footsteps Through The Arnold Arboretum, May 6
- Spring Festival Set For Weeks Of May 9 Through May 20, May
- Press Advisory: Lilac Sunday, May
- The Botanical Paintings of Esther Heins Opens at Arnold Arboretum, May
- Friday's Walk on the Arboretum's Chinese Path to Reveal Floral Treasures, May
- June Offers the Gardener Perfect Days as Well as Education at the Arnold Arboretum, June
- Boston Park Rangers Lead Sumer Twilight Tours of the Arnold Arboretum, no release date
- Local Citizen Chosen for Study in Summer Institute for Science Teachers at Harvard University's Arnold Arboretum, July 29

- Letter to the Editor on Events for Fall/Winter, September
- For Those Who Love Gardening and Those Who Love Gardens, September 8
- Rare Plants to Be Auctioned on September 20, no release date
- The Arnold Arboretum Announces Special Autumn Activities, no release date
- Annual Plant Sale and Rare Plant Auction, September 1
- Harvard University's Arnold Arboretum Unmasks Hallowe'en Tree Map for Children, September 30
- Looking Ahead: Public Programs at Harvard University's Arnold Arboretum, October 2
- Harvard University's Arnold Arboretum Celebrates Horticultural Treasures of Japan, October 21
- Green Thumb Lecture Focuses on Famous Bonsai Collection, November 9
- Harvard University's Arnold Arboretum Unwraps an Old Tradition in a New Holiday Celebration for the Public, November 20
- Arnold Arboretum Hosts Lunchtime Lectures, November 21
- The Arnold Arboretum Announces its Annual Selection of the Ten Best Titles for Booklovers Who Garden, November 24
- The Shop at the Arboretum Has Stocking-Stufflers for Those in the Springtime of Their Lives, November 24
- The Arnold Arboretum Hosts Special Events, Exhibits, Lectures, December
- Public Service Announcement: Holiday Party, December
- Holiday Season Celebrations and Events, December 3
- Ashton Resigns as Director of Arnold Arboretum, December 7

12: 1988

- Arnold Arboretum Accepting Applications for 1988 Horticultural Training Program, January 4
- Horticultural Guide Training Begins at the Arnold Arboretum, February 1
- Arnold Arboretum Salutes the Chinese in the New Year 4686, February 1
- Harvard University's Arnold Arboretum and Boston Visual Artists Union Announce Juried Art Competition for 1988 Lilac Sunday Poster, January 19
- Call to Artists: Arnold Arboretum Lilac Poster Art Competition, February
- Public Service Announcement: Volunteers Needed for Children's Programs, February 10
- Camellia Exhibition at Harvard University's Arnold Arboretum, February 20 and 21, February 15
- Travel through the Seasons with Thoreau at the Arnold Arboretum, no release date
- Orchids: Jewels of the Plant Kingdom Put on a Show at Harvard University's Arnold Arboretum, February 29
- Arnold Arboretum Sets Forth "Selecting the Best Lilacs for Our Gardens", no release date
- Harvard's Arnold Arboretum Looks for Poet Laureate, Age 7-13, no release date
- Harvard University's Arnold Arboretum Announces 1988 Poets Laureate, April 15
- Arnold Arboretum Searching for Plant Hunters, Age 8-14, Beginning May 1, April 15
- "Tree" Cheers for Kids Arbor Day Celebration, no release date
- "Reflected Spring" Opens in Arnold Arboretum Gallery on May 3, May
- Artists' Works Chosen for "Reflected Spring" Jury-Show at Arboretum, no release date

- Spring Walking Tour of the Arboretum, no release date
- Children’s Spring “Journey” on Saturday, May 21
- Boston Tradition Blooms on Sunday, May 22 at the Arnold Arboretum, no release date
- Public Plant Sale and Rare Plant Auction Scheduled for September, 18, June 10
- Journey to the Gardens of the East on the Magic Carpet of Books, July 29
- Public Service Announcement: Annual Public Plant Sale and Auction, September 17
- Plant Sale and Rare Plant Auction, no release date
- Harvard University’s Arnold Arboretum Announces Annual Public Plant Sale, September 18
- Sixth Annual Garden Symposium Focuses on Perennials, September 22
- Calendar: Artists in the Arboretum
- Arboretum Displays its Twelve Most Brilliant Trees, October 7
- The Arboretum: Supplement for Harvard Gazette, October 7
- The Mysterious Forest Opens for the Halloween Season, October 12
- Arnold Arboretum of Harvard University Announces Art Competition, November 29
- Call to Artists: Arnold Arboretum’s 1989 Lilac Art Competition, no release date
- Winter’s Best for Gardening [Books]: Arnold Arboretum Lists its Choices, December
- When Winter Winds Do Blow, Can Spring Be Far Behind? December 29

13: 1989

- Winter’s Best for Gardening [Books]: Arnold Arboretum Lists its Choices, January
- Got a Question? Harvard University’s Arnold Arboretum Has the Answer, no release date
- Sundays in the Park for Gardeners Begins January 22, January 6
- Why Plant Bamboos? January 24
- Upcoming Events at Harvard University’s Arnold Arboretum
- Public Service Announcement: Volunteers for Children’s Program Needed, no release date
- Gardening: Arnold Arboretum’s Spring Course Catalog Best Guide to Green Thumb, February 16
- Reading the Landscape: The Ecology of Landscape Design, no release date
- The Arboretum: Supplement for Harvard Gazette, April 7
- Harvard’s Arnold Arboretum Announces Winners in Nature Poetry Competition, April 24
- Harvard’s Arnold Arboretum Announces Winners in Nature Poetry Competition, April 25
- Reflected Spring Opens at Arnold Arboretum, April 26
- Harvard University’s Arnold Arboretum Welcomes You to Arbor Day, no release date
- May is Lilac Time in the Arnold Arboretum, no release date
- Lilac Sunday Blossoms on May 21 at the Arnold Arboretum, no release date
- New Exhibit, “Paintings in Gardens and Glasshouses”, Opens at the Arnold Arboretum of Harvard University
- Arnold Arboretum Announces the Formation of New Chapter of the American Bamboo Society, October 3
- Program Information for Victoria Magazine, November 1

14: 1990

- Rare Plant Sale and Auction, September 6
- Arnold Arboretum Hosts Flora of China Editorial Meeting, September 24
- Lecture On Irish Gardens, no release date

15: 1991

- "Wave Hill: Making Pictures in the Garden" Announcement, January
- Choosing Garden-Worthy Plants, January
- Understanding Japanese Gardens, January
- Spring 1991: A Centennial Celebration, March
- Perennial Problems Solved!, March
- Spring Exhibition at the Hunnewell Visitor Center, April
- Getting Spring Off to a Flying Start, April
- Creating Garden Charm, April
- The Fascination of Ferns, May
- Combining the Beautiful and the Useful, May
- Exhibitions: Scenes of Peters Hill, June
- For "Sunday Painters" with a Goal, June
- Evoking the Spirit of the Case Estates, September
- Plants Are World Travelers, October
- Distinctive Plants for the Year 2000, November
- Costa Rican Adventure, November
- Focus on Urban Environments, November

16: 2000 -

- Program and Facility Planning at the Arnold Arboretum, June 10, 2003
- Richard Howard; botanist directed Arnold Arboretum [Boston Globe], September 23, 2003
- New Facilities Letter from Bob Cook, September 2003
- Arboretum History, August 13, 2003
- Dog Policy, February 11, 2005
- 2006 New England Spring Flower Show Arnold Arboretum Exhibit Theme Statement, November 1, 2005
- The Larz Anderson Collection of Japanese Dwarf Trees, no release date
- Arnold Arboretum Receives Horticultural Landmark Award, no release date
- Dogwood in ? Springtime Blooms Seen Earlier, no release date
- Camellia Show at the Arnold Arboretum, no release date
- Facilities Planning and the Mission of the Arnold Arboretum, no release date
- Group Activities at the Arnold Arboretum, no release date
- The Living Collections of the Arnold Arboretum, no release date

17: Not Dated

- Arnold Arboretum Christmas Pieces, no release date
- Arboretum Presents "Eastern Accent Series" this Fall, no release date
- Job Description: Public Relations Officer, no release date