

# FLORAL DESIGNER STUDENT INTERNSHIP SKILLS LIST Provo School District

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in the internship you have been assigned. When you have learned a procedure, record the date and have your mentor or sponsor initial the block. There is a lot to learn. Be sure to ask your mentor to show you as much as he/she can.

| Floral Skills and Procedures          | Date<br>Initial | Date<br>Initial | Date<br>Initial |
|---------------------------------------|-----------------|-----------------|-----------------|
| 1. Introduction to business           |                 |                 |                 |
| 2. Overview of materials and supplies |                 |                 |                 |
| 3. Wiring roses                       |                 |                 |                 |
| 4. Wraps                              |                 |                 |                 |
| 5. Decorating potted plants           |                 |                 |                 |
| 6. Corsages                           |                 |                 |                 |
| 7. Funeral arrangements               |                 |                 |                 |
| 8. Wedding arrangements               |                 |                 |                 |
| 9. Hair pieces                        |                 |                 |                 |
| 10. Vase arrangements                 |                 |                 |                 |
| 11. Making bows                       |                 |                 |                 |
| 12. Hospital arrangements             |                 |                 |                 |
| 13. Silk arrangements                 |                 |                 |                 |
| 14. Dried arrangements                |                 |                 |                 |
| 15. Meeting public                    |                 |                 |                 |
| 16. Taking telephone orders           |                 |                 |                 |
| 17. Taking wire orders                |                 |                 |                 |
| 18. Taking credit card orders         |                 |                 |                 |
| 20. Placing wire orders               |                 |                 |                 |
| 21. Working register                  |                 |                 |                 |
| 22. Balloon bouquet                   |                 |                 |                 |
| 23. Pricing                           |                 |                 |                 |
| 24. Dish gardens & terrariums         |                 |                 |                 |

|                                 |  |  |  |
|---------------------------------|--|--|--|
| 25. How to care for:            |  |  |  |
| Fresh flowers                   |  |  |  |
| Silk flowers                    |  |  |  |
| Dried flowers                   |  |  |  |
| Hanging baskets                 |  |  |  |
| Potted plants                   |  |  |  |
| Bromeliads                      |  |  |  |
| Orchids                         |  |  |  |
| Cacti                           |  |  |  |
| Succulents                      |  |  |  |
| Blooming plants                 |  |  |  |
| Herbs                           |  |  |  |
| Ferns                           |  |  |  |
| 26. Types of soil               |  |  |  |
| 27. Bookkeeping/accounting      |  |  |  |
| 28. Delivery                    |  |  |  |
| 29. Freezer conditions          |  |  |  |
| 30. How to store flowers/plants |  |  |  |