### Plant Template Instructions for Docents

1) **Detailed Plant Picture:** for Showcase Plants, could be an enlargement of the Detail Collage picture (lower right); or could be seeds, fruit or other plant detail. For Showcase Plants, place photo credits for each part of the Collage below the **Detailed Plant Picture** with the heading **Collage Photo Credits.** If the **Detailed Plant Picture** has a separate photo credit, use the heading “Above” (see the example template plant).

2) **New Name:** if reclassified since the Garden’s Plant Label (from Jepson eFlora)

3) **Family Name:** should usually agree with **Family Name** on the Garden’s Plant Label, but may not if the plant has been reclassified

4) **CNPS Rare Plant Rank:** (if endangered)

5) **Bloom Period:** (if appropriate, from CalFlora)

6) **Name Etymology:** of Scientific Genus and/or Species, or Common Name (if interesting or misleading)

7) **Plant Characteristics/Associations:** (from CalFlora)

8) **Plant Distribution:** both in California, and the California Floristic Province

9) **Plant Habitat:** elevation(s) where the plant is typically found; plant communities it prefers

10) **Plant Terroir:** soil type(s) it loves or avoids: geography; geology; exposure(s) in which the plant thrives

11) **Garden History:** ask Gardeners about challenges with the Plant, and other Garden lore regarding the plant

12) **Garden Location(s):** list the Section and Bed Number(s) for the plant. If the plant occurs in multiple Beds and/or Sections, also list those in parentheses

13) **Medicinal and California Native Indian Uses:** if the plant is part of the Indian Uses Tour, note that. Otherwise, try to find traditional remedies, foods, treatments, etc. in which the plant was historically used

14) **Plant Stories:** discover, from other docents, Gardeners, etc. stories about the plant at the Garden, in the wild, or in the past. Try to tell the story succinctly (under 500 characters) but clearly. If it requires more to tell, don’t worry about it. If possible, find more than one story about the plant.

15) **Header and Footer:** The Header should have the **Scientific Name** of the plant, italicized, and left justified, and the Common Name, normal, right justified. The Footer should be the CalFlora reference URL for the plant, and, if possible, the Jepson eFlora URL.

The intent is to capture Docents’ Plant Talk Information, and to have it available to all Docents on the Docent Portion of the website [https://www.nativeplants.org](https://www.nativeplants.org). Except in unusual circumstances, the Plant Template information should be no more than a single page. Eventually the plants in this compendium may be placed in a sortable table similar to the Sortable Table for the Showcase Plants. To make a Plant Template for a plant of interest, Copy the Example MS Word Document, retaining the table structure. Then, Change Picture to one appropriate, and fill in the entries as described above.

The picture included should be no more than 3.2” tall by 4.5” wide. It should have a resolution of 100 pixels, and should be a good-quality color image, unless a black-and-white herbarium specimen is better.

CalFlora Reference:
[https://www.calflora.org/cgi-bin/](https://www.calflora.org/cgi-bin/)

Jepson eFlora Reference: