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**34th Annual
Festival of Trees & Lights
November 22-26, 2017**

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TREE DECORATOR GUIDELINES

Decorating Dates:

Sunday, November 19, 2017 – 11:00 a.m. to 5:00 p.m.

Monday, November 20, 2017 – 8:00 a.m. to Noon

**Veterans Memorial Community Choice Credit Union
Convention Center Ballroom**

It is with great pleasure that we invite you to join us for the 34th annual Festival of Trees & Lights. We are confident that you will create that “million dollar” look for which Festival is known. Your display will be seen by thousands of visitors and will be given the opportunity to be selected by individuals and community business leaders who have provided financial support for programs at Blank Children’s Hospital. We look forward to displaying your talents at this year’s Festival.

Decorator Options

Holiday Tree

From the traditional to the unique, let your creativity soar at the Festival of Trees & Lights by decorating a 7 ½’ full tree. A space of 5’ x 5’ will be provided for each tree and accompanying items.

Wreath

Design a wreath that would look great on a door, in a home or at an office! Our wreaths are 24” and pre-lit.

Vignette

A tree, wreath, garland, mantle and freestanding door will be provided. Floor space for a vignette will be approximately 10’ x 15’. You are welcome to provide additional props (chair, table, etc.) to create a festive look within this space.

Decorator Checklist

- ❑ **Tree Stand:** Each tree will have a custom made tree stand which allows for easier delivery to its new home after Festival.
- ❑ **Tree Topper:** The top section of the tree **needs to be designed to be removed** before delivery, to help ensure a safe delivery to its final home. If fragile items are included in the tree topper, the decorator **will be required to replace** any items broken during delivery. Please keep this in mind when designing and securing ornaments.

- ❑ **Tree Skirt:** Tree skirts are required and are best if larger than average.
- ❑ **Lighting Requirements:**
 - Trees are pre-lit, but you may add lights if you choose.
 - No more than three strands of lights may be connected to each cord.
 - Each connection must be wrapped with electrical tape.
- ❑ **People’s Choice voting box:** Provide a decorated box with an opening and a removable lid for attendees to vote for their favorite tree.
- ❑ **3 prong plug, 12’ unwrapped extension cord:** The extension cord will be delivered with the tree. Please keep in mind that additional extension cords may be needed for additional lights and/or decorations and these will need to be provided by the decorator.
- ❑ **Decoration Requirements:**
 - **Decorations may not include items marketing your business or organization** without taking advantage of the Underwriter Plus option with a contribution of \$1,000 or more.
 - **All decorations must be secured with wire to trees, wreaths and garland.** This requirement will be strictly enforced.
 - **During delivery we will remove the top section of the trees,** please do not wire the top section to the bottom section of the trees.
 - Decorations should be of high quality and enhance the overall value of the tree.
 - No living materials or edible food items may be used.
- ❑ **Decorator’s Personal Items:** If you choose to use personal items as part of the display that do not go to the Underwriter, a written list of these items must be submitted to a Festival Committee Member when you check out after your decorating is completed. We suggest that these items also be marked “For Display Only”. Decorators must pick up these items from the Festival site on Sunday, November 27 between 5:30 and 7:30 p.m. or these items will become the property of Festival.
- ❑ **Inspiration:** If there is a special reason you are decorating a tree, or a source of inspiration, we’d like to know. We will include stories of inspiration next to the trees. If you’d like to share your story, please email unitypointfoundation@unitypoint.org with your story by Nov. 10.

PLEASE NOTE: Decorators may be asked to assist with adjustments of decorations, if necessary, during Festival week and up to 48 hours following delivery of the trees or wreaths. Remember, the trees will be moved after Festival.

Thank you for your donation!

We sincerely appreciate your generous support. All proceeds from Festival of Trees & Lights support the Child Life and Advocacy & Outreach programs at Blank Children’s Hospital.

Please call 515-241-6304 with questions. Thank you!