

# DECORATOR GUIDELINES 2019



## DECORATING DAYS

**Sunday, November 24, 2019** 9am-6pm

**Monday, November 25, 2019** 8am-1pm

Stoney Creek Hotel & Conference Center, Rothschild

**The following guidelines have been developed to ensure the high quality of this signature fundraising event:**

**TREE SIZE** - Available for decorating: 4/4.5-foot, 6-foot, 6.5/7-foot and 7.5-foot and some specialty trees. Measurements are from the floor to the top of the tree. We will do our best to accommodate requests.

**MANTEL** – We will provide the mantel, you decorate it. Limited number available.

**CENTERPIECES** – Decorative centerpieces or table displays handmade of flowers, candles, lanterns, jars, ornaments or holiday creativity in various sizes.

**SPECIALTY ITEMS & EXPERIENCES** -Tickets to a show or game, host a dinner party, gardening package, camping package, unique furniture, table settings, wine/beer, train, advent calendars, quilts, holiday wall or corner décor, kissing balls.

**OUTDOOR DECORATIONS** - Holiday items that would typically be used in an outdoor setting or on a porch; such as a nativity scene, Santa in his sleigh with his reindeer, snowmen, outdoor trees, North Pole, holiday planters or hanging baskets, or anything else that celebrates the season.

**WREATHS** – You donate a decorated artificial wreath that is hung on a door (provided) or on a wall.

**All must be made of artificial materials. NO live greens or food items please as these items are out for a week.**

## A. THEMES

- Themes should be chosen for marketing appeal and tastefully decorated.
- The theme must be acceptable for any home or business and the Festival committee reserves the right to decline acceptance of any items that may not be appropriate for a family holiday festival.

## C. MATERIALS AND DECORATIONS

- **All decorations must be wired on** to the tree to secure and prevent damage during transportation after the Festival. This includes garland, ribbons, fillers, and the ornament cap must be glued onto every ornament. If providing own tree, please make certain tree sections are permanently attached, check with volunteer team on site.
- Please keep in mind the total weight of a decorated item and remember that the item will need to be packed in a shipping box to be safely transported to the proud purchaser after the event.
- All Decorations must be nonflammable.
- Gluing must be done prior to decorating day. **Hot glue guns are not allowed in the Stoney Creek.**
- *Food items:* Unwrapped food items used on the trees must be coated with a clear acrylic spray.
- Boxes should be labeled with the item number for storage during the Festival.

## D. LIGHTING OF TREES

- All trees provided by the Festival are pre-lit with white lights, unless otherwise requested or special ordered.
- The Festival *will* provide a power strip and extension cord for each tree.
- Additional light sets must be new and U.L. approved and connect independently.

#### E. TREE STANDS & SKIRTS

- Standard tree stands are provided for all trees; the base (stand) of each tree must be covered.
- The skirt, collars, fabric will be sold with the tree.

#### F. COMPLEMENTARY SCENE

- Complementary scene items enhance marketability, however, it is certainly not a requirement. If large items are used, place these under or beside the tree and **inform the Aspirus Health Foundation before decorating day to accommodate space needs and placement in the room.** ALL ITEMS WILL BE SOLD WITH THE TREE.
- Gift certificates should be well labeled with decorator name and item number and will be secured by staff during the Festival. Copy of gift certificate can be placed with tree or AHF will make the copy so no original is on display. Please turn in gift certificates to Festival check-out staff to be stored until the end of Festival. Please include any gift certificates in write-up about your item.

#### G. DECORATOR RECOGNITION

- The “title”, decorators and sponsor of each item is listed in the program and on signage with the item.
- As a token of appreciation, two complimentary passes to attend the Festival are provided for every item decorated. The pass may be used throughout the Festival Public Hours by any decorator on the decorating team.

#### H. ADDITIONAL INFORMATION FOR A SUCCESSFUL DECORATING EXPERIENCE

- The Festival committee reserves the right to request adjustments to be made to enhance the quality of the display and maintain the high quality established for Festival of Trees.
- The Festival committee assumes no responsibility for any liability incurred with any aspect of decorating.
- Check-in for Decorating Day is in the conference center foyer. Decorators will use the assigned tree number to locate their position.
- **Items will not be included in the silent auction without completing and turning in all initial paperwork by October 18; please make an effort to complete and return your decorator forms early. This is to ensure proper pricing and signage with items.**

#### I. EQUIPMENT SUGGESTIONS FOR DECORATING DAY

- Florist wire to wire everything to the tree, tape (scotch, masking and duck), scissors, needle-nose pliers with side cutters, ladders to reach the height of your tree, tape measure.

**BE SURE TO LABEL EVERYTHING! THE FESTIVAL IS NOT RESPONSIBLE FOR LOST ITEMS.**

#### IMPORTANT DATES

<b>Saturday, September 14</b>	<b>Decorating Registrations Due*</b> Registration after this date is accepted as space is available
<b>Friday, October 18</b>	<b>Signage Information Sheet Due*</b> (updates accepted until November 11)
<b>Monday, November 11</b>	<b>Deadline for final updates for SIGNAGE INFORMATION SHEET*</b>
<b>October 18-November 25</b>	<b>Decorating Check-Out Form Due*</b> (Essential form that must be turned in prior to leaving Decorating Day to assign starting bid and “buy it now” price)
<b>Sunday, November 24</b>	<b>Decorating Day 9am - 6pm In-Kind Donation Forms Due</b>
<b>Monday, November 25</b>	<b>Decorating Day 8am - 1pm In-Kind Donation Forms Due</b>

\*Items will not be accepted for display without receipt of this form