

Decorating Guidelines



Thank you for participating as a Professional Decorator!
6th Annual Festival of Trees - December 1-5, 2009
Theme: Making Spirits Bright!

Proceeds from the 2009 Festival of Trees event will benefit programs and services at Washington County Hospital.

DECORATING A TREE:

1. Antietam Healthcare Foundation (AHF)/Festival of Trees (FOT) committee provides all trees.
2. The pre-lit trees will be set up in the Ballroom at Hager Hall Conference & Events Center by noon on Sunday, November 29, 2009.
3. Decoration is to be completed by Monday, November 30th at 6:00 p.m.
4. Two complimentary tickets to the Festival Finale Gala to be held on Saturday, December 5th will be given to each decorator. (PLEASE RSVP online at www.festivaloftreesinhagerstown.org)

DECORATING A WREATH OR WALL TREE:

1. AHF/FOT committee provides all wreaths and wall trees.
2. Please contact the AHF office to make arrangements for your wreath or wall tree to be delivered to you.
3. All wreaths and wall trees must be fully decorated and delivered to Hager Hall Conference & Events Center no later than Sunday, November 29th at noon.
4. Two complimentary tickets to the Festival Finale Gala to be held on Saturday, December 5th will be given to each decorator. (PLEASE RSVP online at www.festivaloftreesinhagerstown.org)

Please remember:

- AHF and its volunteers assume no responsibility for any liability incurred with any aspect of decorating the trees or wreaths.
- The trees, wreaths, wall trees, all decorations, lights and trim on and under the trees become the property of AHF/FOT committee. Any unused decorations billed to or paid for by AHF also become its property.

Please designate one person from your Tree Design Committee to check out with a Festival volunteer when you have completed your tree on the Decorating Days. Each tree & wreath will be checked to make sure all requirements are met and answer any questions that may arise.

EQUIPMENT TO BRING ON DECORATING DAY

- Wire or pipe cleaners
- Wire cutters
- Tape
- Needle-nose pliers with side cuts
- Scissors
- Tape measure
- Tree Skirt
- Ladders or folding stools reaching the height of your tree
- Box of extra tree ornaments (if possible)

Please label all of your equipment with the tree sponsor's name. AHF/FOT committee will not be responsible for any equipment left at the site.

FESTIVAL OF TREES IMPORTANT DATES TO REMEMBER:

Deadline for submitting tree descriptions

Friday, November 6, 2009

Deadline for submitting reimbursement requests

Monday, December 7, 2009

Decorating Days

Sunday, November 29th – Noon to 8 pm

Monday, November 30th – 8 am to 8 pm

- Refreshments will be provided
- Only designers and Festival volunteers should be at Decorating Day. No childcare is provided. We discourage extra people due to time and space constraints. Enter through the main entrance of Hager Hall and check-in at the Registration Desk
- Prior to 6:00 p.m. on Tuesday, December 2, have a Decorating Day volunteer inspect your tree and area to make sure everything is complete.
- Please remember: You can turn in any boxes for items that go with the tree to the check-in desk. These boxes will need to be clearly marked with the name and number of your tree.

December 6th & 7th – Tree Delivery Days

If you are available on these days, trees need to be packed up and ready to go for delivery. You will be asked to secure any loose items and label everything that goes with your tree with your tree name and number.

NOTE: These beautiful trees are going to be moved, and while AHF/FOT committee does not assume responsibility for the loss or breakage during transport, it is the goal of all involved that all decorative items be secure and in good condition when the tree arrives at the purchaser's home or business.

ORNAMENTS AND TRIM:

1. It is recommended that all ornaments be wired securely to the tree with florist wire or green pipe cleaners. Wrap the wire firmly and tightly, using several twists. **Do not use loop hangers to hang an ornament from a branch. It is preferred that all decorations be wired.**
2. It is preferred that trees be decorated so that they can be viewed on all sides.
3. AHF/FOT committee must strictly observe the flame-resistant rating of all materials used in the setting, scenery and trees. Ordinary combustible materials used in the actual tree decoration are considered for limited use only and will be allowed. The use of unrated foam plastic insulation (Styrofoam sheets) is prohibited. No living materials or unwrapped food may be used on the trees unless they are coated with a protective varnish to make them permanent. **All dried materials must be sprayed with fire retardant.**
4. It is recommended that you bring extra ornaments in case of breakage.
5. All ornaments with an inserted bulb, etc., are preferred to be glued with the two pieces meet so that the "hanger" cannot slip out. Hot glue guns are recommended. Please do not glue ornaments directly to the tree, as it will damage it. **Gluing should be done prior to Decorating Day.**
6. Please, no angel hair — it does not deliver well and it can be dangerous when handled.

Please remember ...

- Have enough decorations on your tree so that it will look full;
- Secure the larger focal-point ornaments first;
- Apply bows and ornaments toward the center of the tree for interesting depth perception;
- Use glitter or shiny-bright ornaments to add shine to your tree.

If you are considering any questionable material, please call the AHF office at 301-790-8631.

OWNERSHIP OF TREE:

All trees and wreaths remain the property of AHF/FOT committee, including:

1. All décor and trim and
2. Tree skirt
3. All items and props displayed with the tree are **SOLD** with the tree.

PROPS:

Remember, all items displayed with the tree are **SOLD** with the tree.

1. The bottom of your tree should give your tree a finished look.
2. Wrap presents in paper or material that coordinates with the theme or color.
3. **ALL** items displayed with the tree will be **SOLD** with the tree.

You may add “gifts” under your tree (items that compliment your theme: Travel packages, gift certificates, etc.). Please let the AHF office know in advance if your tree contains “special” items that will add to the value of the tree.

SIGNAGE:

1. Signage around the tree is limited to the tree sign provided by AHF/FOT committee.
2. The theme and designer(s) of each tree will be listed in the program and displayed on a sign next to the tree during the Festival.
3. It is the Festival’s policy to not have advertising materials as part of your display.

TREE BAG:

A tree bag will be provided under your tree stand that can be easily pulled up around the tree to protect it during delivery.

TREE SKIRTS:

All trees must have some kind of a tree skirt. When choosing your tree skirt, please keep the theme and design of the tree in mind. Fabric, sheets, batting, burlap and satin are examples for tree skirts.

TREE STAND:

AHF/FOT committee will provide the tree stands.

Thank you in advance for your creativity and time commitment to the Festival of Trees and its community healthcare causes. You are greatly appreciated!!!

For more information or to volunteer, please call the AHF office at 301-790-8631.

2009 Tree & Wreath Awards

“Festival Favorite” Award

Visitors to the 2009 Festival of Trees will have the opportunity to vote on their favorite tree and wreath. One tree and wreath / wall tree will be awarded the “Festival Favorite”. This award is sure to become the most coveted of the Festival.

White House Christmas Award

A tree/wreath glowing with exquisite sophistication and elegance reminding us of a tree we might expect to see in the lobby of our nation’s capitol.

Whimsical Delight

An enchanting fairy tale tree/wreath with fanciful ideas and magical imagination, delighting children and entertaining adults.

Home for the Holidays

A tree/wreath bringing us back to our roots and reminding us of our most cherished holiday traditions.

Gentleman’s Pick

Forget pretty, glittery, frilly decorations. We’re looking for a tree/wreath that will look great in “man land.”

Winners will be featured in all related recognition and advertising materials throughout the following year.