



## Tree Decorator Guidelines

### DECORATING DATES:

Sunday, November 19, 2023 – 9 a.m. to 5 p.m.  
Monday, November 20, 2023 – 8 a.m. to Noon

Veterans Memorial Community Choice Credit Union | Convention Center Ballroom  
833 5th Ave, Des Moines, IA 50309

It is with great pleasure that we invite you to join us for the 40th annual Festival of Trees & Lights November 24 - 26, 2023. Thank you for choosing to support Blank Children's Hospital by being a tree decorator! Your display will be seen by thousands of visitors and will have the opportunity to be selected by individuals and community business leaders who are sponsors of Festival. We look forward to showcasing your talents at this year's Festival.

### DECORATOR OPTIONS

#### Tree

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

#### Vignette

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

#### Wreath

Design a wreath that would look great on a door, in a home or at an office. We will provide a 24 in. pre-lit wreath and you provide the decorations.

### DECORATOR CHECKLIST

#### Tree | Vignette

As a tree decorator, please take note of the following items to ensure your tree is complete at the conclusion of your decorating:

- TREE SKIRT:** Tree skirts are required. Larger tree skirts are recommended to cover the custom base and area under the tree. The tree skirt remains with the tree and is not returned to you.

- ❑ **PEOPLE'S CHOICE VOTING BOX:** Provide a decorated box with an opening and a removable lid for Festival attendees to vote for their favorite tree. Boxes will not be returned to owners unless the box is listed on the personal items form.
- ❑ **TREE TOPPER:** The top section of the tree needs to be designed to be easily removed before delivery to help ensure a safe arrival 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.
- ❑ **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.
- ❑ **DECORATION REQUIREMENTS:**
  - Decorations may not include items marketing your business or organization unless you choose to sponsor Festival at \$1,500 or more.
  - **Due to safety precautions, flocking is not allowed.**
  - 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 be mindful of how heavy the top of your tree is after decorating and do not wire the top section to the bottom section of the tree.**
  - 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, a written list of these items must be submitted 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 26 between 5:30 and 7:30 p.m. or these items will become the property of Festival.

## Wreath

As a wreath decorator, please take note of the following items to ensure your wreath is complete:

- ❑ All lights are working - including any lights you have added.
- ❑ All decorations are secured with wire to the wreath.
- ❑ No living materials or edible food items are used.

## Inspiration

If there is a special reason you are decorating a tree or wreath, or a source of inspiration, we'd like to know. We will include stories of inspiration displayed next to your tree. If you'd like to share, please email [DM\\_BCHFestival@unitypoint.org](mailto:DM_BCHFestival@unitypoint.org) with your story by November 13.

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.

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 or email [DM\\_BCHFestival@unitypoint.org](mailto:DM_BCHFestival@unitypoint.org) with questions. Thank you!**