



## *Decorating Tips*

Thank you for volunteering to decorate a TreeFest tree. Here are some tips that we hope will be useful to consider before arriving to decorate.

**REGISTER BEFORE DECORATING.** Once registered, locate a tree of your choice (in the entry, main room or the room downstairs). Look for **two** large squares of white paper (with the same number on each) on the floor in front of the tree. **If only one number remains, another decorator has already selected that tree.**

Remove one of the numbers and return it to the front table **BEFORE YOU BEGIN DECORATING.** The registrar will take your number to make sure the tree is available.

To reserve a tree to decorate later, attach a PINK fluorescent tree tag (available at the front desk) to your tree and return it with the tree number when you decorate. *Why are some trees tagged before decorating hours begin? Organizations or individuals who have paid a fee to sponsor and decorate a tree are given the option of choosing their tree on Saturday. If you are interested in becoming a sponsor/decorator contact Sandi or Becky.*

Consider bringing the following: scissors, clippers, tape, staplers, gloves, camera, tree lights, etc.

**FREE TREE LIGHTS WILL NOT BE MADE AVAILABLE THIS YEAR.** Adding lights to your tree is highly recommended. Lights must be new and UL approved. Extension cords are available. Don't worry about cord placement except to move them out of the way of traffic. Cords will be arranged later.

Tinsel and artificial snow are lovely but make undecorating difficult. Please avoid unless arrangements are made.

**Bring your camera** for group photos. A TreeFest volunteer will be available to take a photo with your camera, if you desire. A professional photographer will take photos of individual trees. One photo will be sent to your group and one to the sponsor of your tree.

A limited number of stepstools and ladders are available. Please be considerate of others and make them available as soon as you are finished. You are welcome to bring your own.

Tree skirts will be provided by TreeFest, but you may wish to donate one with your decorations and lights.

**PLEASE take all your trash with you.** Do not leave boxes for lights or decorations.

At the end of TreeFest volunteers undecorate your tree and place all decorations in paper bags beside the tree for pickup. **If you plan to leave other items for tree recipients such as canned goods, gifts or other items please place them in a decorated box or basket that can be easily carried.**

**Do not leave monetary gifts or gift certificates with your decorated tree.** It is suggested that you leave them with Sandi Caspersen at the registration table. She will make sure they are given to the tree recipient when the tree is picked up.

*If you need to keep a decoration, return to TreeFest on Sunday, December 4th between 4:45 and 5:00 p.m. to claim it. The Community Decorators Committee cannot take responsibility for the decorations you want returned.*

**Contacts:** Sandi Caspersen: 387-0850    Becky Frost: 784-6856    Email: [treefestdecorators@yahoo.com](mailto:treefestdecorators@yahoo.com)

***TreeFest shall not be liable for any loss or damage to decorations, accessories, or personal belongings of the participants.***