



**The Arc of Rowan County**  
1918 West Innes Street  
Salisbury, NC 28144  
(704) 637-1521

### **Decorator Guidelines**

Certain businesses and individuals have contributed \$325 to sponsor a tree in the Festival of Trees. After the Festival event, the trees will be transported to a destination of the sponsor's choice to remain on display throughout the holidays.

- ❖ Trees can be decorated on Thursday, Nov 29, 2007 between 3 pm and 8 pm or Friday, Nov. 30 between 8 am and noon. Decorators may have a maximum of 5 persons to assist with decorating. *No children under the age of 12 will be allowed at the Trolley Barn during the decorating hours.*
- ❖ The Festival of Trees will be open to the public Saturday, December 1, 11 a.m. to 8 p.m. and Sunday, December 2, 1 pm to 5 pm. Decorators will receive four complimentary admission tickets to the Festival. Decorators may distribute the tickets in any manner they choose. Each ticket is good for one admission to the Festival of Trees event.
- ❖ A Preview Party will be held Friday, November 30, from 5 pm to 7:30 pm. Tickets may be purchased for \$\_\_\_\_\_.
- ❖ All decorators and everyone assisting with the Festival must sign in at the event desk.
- ❖ Light snacks will be served at 6:00 pm for decorators or other festival volunteers.
- ❖ Artificial trees will be set up and ready to decorate. Most will be 7 feet tall with the exception of ten trees that will be 6.5 feet tall.
- ❖ A tree topper may not add to the height of the tree.
- ❖ The locations of the trees in the Trolley Barn will be assigned according to the destination of the trees after the festival. No tree should be moved from its location in the Trolley Barn for any reason.
- ❖ Trees should be lighted and elaborately decorated to be awe-inspiring to all who come to view.
- ❖ Tree skirts are part of the presentation and must be used.

- ❖ Most trees may be relocated after the Festival to a location of the tree sponsor's choice for display during the Christmas season. Wire the ornaments but do not wire the electric lights. All ornaments must be attached and hard-wired to the tree to prevent displacement when the trees are moved. Wire will be provided. Wire the ornaments firmly but loosely, so the wires can be snipped with wire-cutters when you are ready to remove the ornaments. Do not wrap the tree branches around the electric lighting, and do not wire the lights onto the tree. It is not necessary, and makes un-decorating more difficult.
- ❖ If the tree you decorate will not be relocated to another site after the Festival, you must remove the decorations Monday, December 3, 2007 between the hours of 9 a.m. and 12 Noon.
- ❖ If the tree you decorate will be located to another site after the Festival, you should remove the decorations on Tuesday, January 2. If you cannot remove the decorations on this date, please call me so that other arrangements can be made. You will be informed of the relocation site so that you can make arrangements to remove the decorations
- ❖ Every decorator will be recognized in the official printed program and also on the identity card that will be displayed on the tree and will follow the tree wherever it is located during the Christmas season.
- ❖ There will be no reimbursements to decorators for the cost of decorations and lights. However, decorators can receive a letter for a tax exemption by turning in their receipts to The Arc/Rowan, W. Innes St., Salisbury. It is requested that receipts for tax purposes be received no later than February 1, 2007.

***Thank you for volunteering your time and talents for the benefit of persons with developmental disabilities. Have a great time!***

# Decorator's Memo of Understanding

## Festival of Trees 2007

I/We \_\_\_\_\_  
do agree to decorate a tree for the The Arc/Rowan 2007 Festival of Trees. I/We have received a copy of the Decorator Guidelines and agree to follow them as presented.

Please list your tree theme or title and decorator information **EXACTLY** as you want it to be printed in the Festival program and on the official display signs. Please print, and please complete all information requested.

Tree Title or Theme: \_\_\_\_\_

Decorator: (Individual or Group Name): \_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(City) (State) (Zip)

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**Thank you for your participation!**

Please return this form no later than [what date] to: [name and address]