



2018 FESTIVAL OF TREES & TRAINS

SNOWFLAKE SPECTACULAR

COMMUNITY ITSY BITSY TREE REQUIREMENTS AND INFORMATION

DECORATORS WORKSHOP

Decorators Workshop is scheduled for **Tuesday, October 02, 2018, at 6:00 p.m.** at the Paramount Arts Center in the banquet hall. Professional decorators will be on-hand with demonstrations on wiring and gluing ornaments, decorating tips, helpful hints and insight on tree delivery needs.

THEME

The theme for 2018 is "Snowflake Spectacular." The theme is provided to create a signature for the year. Utilizing the theme is optional. Feel free to use your own imagination for your theme!

SIGNAGE AND MARKETING MATERIAL

Signage is provided. At registration, please review the signage information for accuracy.

Marketing material is welcome. Your or your sponsor's **business cards** may be placed beside the donated item.

REQUIREMENTS

COMMUNITY ITSY BITSY TREE SIZE

The tree may be no taller than 2 feet.

LIGHTING AND ELECTRICAL

- ✓ Please use LED lights when possible. We are going green.
- ✓ No more than three strands (or 300 lights) of lights may be connected to each extension cord, unless lights are LED. (See manufacturer's specifications.)
- ✓ Each connection of lights and cords must be wrapped with electrical tape.
- ✓ No spotlights may be used in this category.
- ✓ PWA provides surge protector; however, you should provide the cords from the tree to the surge protector.

TREE PREPARATION

DECORATIONS

- ✓ All decorations must be secured to your tree with (plastic coated) wire.
- ✓ Additionally, the little metal "crown" on ornaments must be glued (hot glue acceptable) to the ball since these tend to disconnect from each other in transport.
- ✓ Hot glue **IS** permitted as a means of attaching ornaments to Community Itsy Bitsy Trees.
- ✓ Tree skirts are required to cover tree stands.
- ✓ Do not use live plants of any kind in the display.
- ✓ Trees must have all branches secured to the tree. (No removable branches.)
- ✓ Do not use water ornaments or water features inside the historic Paramount.



2018 FESTIVAL OF TREES & TRAINS SNOWFLAKE SPECTACULAR
COMMUNITY ITSY BITSY TREE REQUIREMENTS AND INFORMATION

PROPS AND STAGING

- ✓ All items under and around the tree will be sold with the tree.
- ✓ If your item is a "Buy-back," all staging must be approved by the Chairperson before placing the item. Size of staging is limited, and at the sole discretion of the Chairperson.
- ✓ FOTT is not responsible for any items used for staging on "Buy-backs."

ADDITIONAL INFORMATION

DECORATING HINTS

- ✓ Children themed and playful items are loved!
- ✓ Be mindful that the trees are seen from all angles, including the back. Be sure to decorate all sides of the tree, and be considerate of neighboring trees when selecting your staging.

JUDGING

Community Itsy Bitsy Trees are judged for First Place, Second Place, and Third Place. Please see Judging Criteria in the Participation Information packet.

TAX DEDUCTION INFORMATION

Your donated item is tax deductible. If you intend to claim a federal charitable tax deduction for the donation of your item, you will need to keep receipts for purchases associated with your contribution. Please itemize your purchases on the Tax Donation form in the Participation Information package and attach the receipts. At registration, present the completed form and receipts to our volunteers, who will provide you with a Festival of Trees & Trains tax donation verification form.

BUY YOUR TREE BACK (OPTIONAL)

Please inform us if you or your sponsors intend to buy back your item by Wednesday, November 14, 2018. All unsold items are placed for silent auction. A Buy-Back is not tax deductible.

Itsy Bitsy Trees may be bought back by the sponsor or decorator for \$75 prior to opening to the public.

At Registration, a committee volunteer will categorize your tree by height for the purposes of judging and buy-back. (Community Large, Medium, Small or Itsy Bitsy Tree)