



2022 FESTIVAL OF TREES & TRAINS MERRY & BRIGHT
COMMUNITY TREES REQUIREMENTS AND INFORMATION

COMMUNITY TREE SIZES: Large – under 7 ft, Medium – Under 5 ft, Small – Under 3 ft.

LIGHTING AND ELECTRICAL

- ✓ Please use LED lights when possible.
- ✓ 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.
- ✓ Spotlights – **LED Spotlights ONLY** - must be well secured to your platform area and plugged into the surge protector.
- ✓ Surge protector is provided; however, you should provide the cords from the tree to the surge protector.

DECORATIONS

- ✓ All trees must be secured firmly to the base.
- ✓ All decorations must be secured to your donated item 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.
- ✓ Hot glue is not permitted as a means of attaching ornaments to Large Community 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.
- ✓ 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.
- ✓ NOTE: Endorsement of a political organization or candidate is not allowed.

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.

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."

JUDGING

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



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Community Trees are judged for First Place, Second Place, and Third Place.

General Overall Impression- 50 Points

- 10 _____ Design appeal
- 10 _____ Creativity and Originality
- 10 _____ Color coordination and Impact
- 10 _____ Staging
- 15 _____ First impression / Response (WOW Factor)

Principles of Design – 40 Points

- 10 _____ Balance and Proportion
- 10 _____ Difficulty of Design
- 10 _____ Completely decorated (back and underside)
- 10 _____ Attention to Detail

Mechanics – 35 Points

- 10 _____ All Wires Hidden; including light wiring
- 10 _____ Decorations securely wired to branches
- 5 _____ Tape covering electrical connections
- 5 _____ Top of tree firmly attached to main trunk
- 5 _____ Ornament caps glued securely

Bonus Points 5 _____ Early Registration

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 found on the website (www.pacfoff.org) 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 16, 2022. All unsold items are placed for silent auction. A Buyback is not tax deductible.

Community Trees may be bought back by the sponsor or decorator for: Large - \$300, Medium - \$125, Small - \$75.