



2018 FESTIVAL OF TREES & TRAINS

SNOWFLAKE SPECTACULAR

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## GREETINGS

You are invited to participate in the 34th Annual Festival of Trees & Trains as a donor and/or decorator. Each year the Paramount Woman's Association and community volunteers, like you, transform the historic Paramount theatre into a magical wonderland filled with sparkling holiday trees and decor, spectacular train layouts and exciting local entertainment.

We look forward to displaying **your** talents at this year's Festival. Your item will be seen by over 16,000 visitors and will be sold at silent auction (unless you choose to purchase the item back). There is no charge or fee to "enter" an item into the Festival.

**This event is the largest fundraiser of the PWA, which supports the Education Department and Youth Education initiatives of the Paramount Arts Center.**

**Thank you for your donation of a decorated item to the Festival of Trees & Trains!  
The Paramount Arts Center and Paramount Woman's Association sincerely appreciate your  
generous support!**

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## DONATE/DECORATE A TAX-DEDUCTIBLE:

**Community Large Tree** – Decorated artificial tree no larger than 6 feet tall with marketing space for flyers, signage and business cards. Large Trees may be bought back by the sponsor or decorator for \$250.

**Community Medium Tree** – Decorated artificial tree no larger than 5 feet tall with marketing space for business cards. Medium Trees may be bought back by the sponsor or decorator for \$125.

**Community Small** – Decorated artificial tree no larger than 3 feet tall. Small Trees may be bought back by the sponsor or decorator for \$75.

**Community Itsy Bitsy Trees** – Decorated artificial tree no larger than 2 feet tall. Itsy Bitsy Trees may be bought back by the sponsor or decorator for \$75.

**Wreath** – Decorated artificial wreath. Wreaths may be bought back by the sponsor or decorator for \$75.

**School/Scout Tree** – Decorated artificial tree (provided to the class/school by the Festival) no larger than 4 feet tall on a 4' x 4' platform. School Trees may be bought back by the sponsor, decorator, class or a parent for \$75.

**Gift Package** – Pre-wrapped (in cellophane) box or basket with goodies to highlight your business or entice attention to your gift package, with marketing space for business cards and/or coupons.

**Featured Tree** –Featured Trees are all trees over 6 feet on a 4' x 8' platform, with a professional or invited decorator. These trees are sponsored either directly to the Festival or directly to the decorator under special circumstances. Space is limited and entries are coordinated by the Festival Committee. Featured Trees may be bought back by the sponsor or decorator for \$500.



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## HERE ARE THE STEPS

1. **Choose** how you would like to participate.
2. **Submit your item registration ON-LINE** at [www.pacfott.org](http://www.pacfott.org) or complete a Registration Form and send to the Paramount Arts Center.
3. Receive **Confirmation** from a Festival volunteer. This volunteer is the chairperson over your area and will be your contact person throughout the Festival.
4. Review the following **Schedule**.
5. Review **category-specific Requirements (found at [www.pacfott.org](http://www.pacfott.org))** of the item you chose to donate. Community Large Trees, Community Medium Trees, Community Small Trees, Community Itsy Bitsy Trees, School/Scout Trees, Wreaths, Gift Packages, Featured Trees.
6. **Attend** the Decorator Workshop or the Information Workshop if you are new to the process.
7. **Bring** your decorated item or gift package to the Festival at Check-In/Registration. (Trees may be decorated on site until 9 p.m. Monday, Nov. 12)

## SCHEDULE

<b>Decorator Workshop</b>	Tuesday Oct. 02, 6:00 p.m. - Paramount banquet hall
<b>Check-In/Registration</b>	Sunday Nov. 11 - 1 p.m. - 7 p.m. Monday Nov. 12 - 3 p.m. - 9 p.m.
<b>Appreciation Party</b>	Thursday November 15 - 7 p.m. - 9 p.m.
	<b>YOU ARE INVITED!</b>
<b>School Tours</b>	Friday Nov. 16, Monday Nov. 19, Tuesday Nov. 20
<b>Open to Public</b>	Friday Nov. 16 - Sunday Nov. 25
*note*	Bidding ends at 5 p.m. on Sunday Nov. 25
<b>Ribbons/Awards Pickup</b>	Sunday Nov. 25 – 3 p.m. - 8 p.m.
<b>Purchased Item Pickup</b>	Sunday Nov. 25 - 6 p.m. – 8 p.m. Monday Nov. 26 - 1p.m. – 7 p.m.

## CONTACT

[www.pacfott.org](http://www.pacfott.org)

[treesandtrains@gmail.com](mailto:treesandtrains@gmail.com)



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## CHECK-IN/REGISTRATION PROCESS

1. Check in/Registration – Sunday, Nov. 11, 1 p.m. – 7 p.m.  
Monday, Nov. 12, 3 p.m. – 9 p.m.
2. Come to the main entrance of the Paramount theatre.
3. Check-in your donation at Registration Table.
4. Process your tax donation form and receipts.
5. Receive your invitation and tickets to the Appreciation Party.
6. Review your signage (Festival provided) information.
7. Volunteers are available to help.
8. Hospitality is available in the banquet hall for all volunteers.

Please drop off **ALL DONATED ITEMS** during registration.

Decorators may decorate on site until Monday, November 12<sup>th</sup> at 9:00 p.m.



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## **AWARDS**

### **Popular Vote Categories:**

Web Fan Favorite School/Scout Trees Award at [www.pacfott.org](http://www.pacfott.org)  
Web Fan Favorite Featured Tree Award at [www.pacfott.org](http://www.pacfott.org)  
Web Fan Favorite Large Community Tree Award at [www.pacfott.org](http://www.pacfott.org)  
Web Fan Favorite Medium Community Tree Award at [www.pacfott.org](http://www.pacfott.org)  
Web Fan Favorite Small Community Tree Award at [www.pacfott.org](http://www.pacfott.org)  
Web Fan Favorite Itsy Bitsy Community Tree Award at [www.pacfott.org](http://www.pacfott.org)  
Web Fan Favorite Wreath Award at [www.pacfott.org](http://www.pacfott.org)  
Children's Choice and People's Choice

### **Committee Vote:**

Best of Show

### **Judged Categories (First Place, Second Place and Third Place):**

Featured Trees	Scout Trees
Community Large Trees	Primary School Trees
Community Medium Trees	Intermediate School Trees
Community Small/Mini Trees	Middle School Trees
Community Itsy Bitsy Trees	High School Trees
Wreaths	

## **General Community Tree Judging Criteria**

### **General Overall Impression - 50 points**

10	Design appeal
10	Creativity/Originality
10	Color coordination and impact
10	Staging
10	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
10	Ornament Caps Glued Securely

### **Bonus Point (School/Scouts only) – 10 points**

10	Workshop attendance
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### **Bonus Point - 5 points**

5	Early Registration (Prior to October 15)
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**NOT FOLLOWING GUIDELINES WILL RESULT IN LOSS OF POINTS**

