



2018 FESTIVAL OF TREES & TRAINS

SNOWFLAKE SPECTACULAR

SCHOOL TREES REQUIREMENTS AND INFORMATION

The Paramount Woman's Association will provide your school or group with a free 4 foot tree.

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

Signage is provided. At registration, please review the signage information for accuracy. If you have a business or person sponsor your tree, space is available for business cards and brochures on your platform.

REQUIREMENTS

SCHOOL TREES ELIGIBILITY

You may enter a tree as a class or classes, an entire school, or a school group such as cheerleaders, gifted education, etc. Trees are categorized by ages and grades at the sole discretion of the School Trees Chairperson.

SCHOOL TREE SIZE

The Paramount Woman's Association will provide your school or group with a 4 foot tree at the Decorators Workshop on **Tuesday, October 02, 2018** at 6:00 p.m. in the Paramount banquet hall. Upon registration you will receive a tree number, to provide at the workshop, to receive your FREE tree. Attending this workshop will also earn your school **10** bonus points in judging. (Limited availability, first come first serve basis.)

LIGHTING AND ELECTRICAL

- ✓ You will provide the lights for your tree. Please use LED lights when possible. #gogreen
- ✓ 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.
- ✓ PWA provides surge protector; however, you should provide the cords from the tree to the surge protector.

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."



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DECORATIONS

- ✓ 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 School 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.

ADDITIONAL INFORMATION

DECORATING HINTS

- ✓ Children themed and playful items are loved!
- ✓ Fill your tree! "The more the merrier" we like to say!
- ✓ Be sure to decorate all sides of the tree, and be considerate of neighboring trees when selecting your staging.

JUDGING

Trees are categorized (Primary, Intermediate, Middle, and High School) by ages and grades at the sole discretion of the School Trees Chairperson. Each Category is 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, a parent, 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. School Trees may be bought back by a parent, sponsor or decorator for \$75.