



2018 FESTIVAL OF TREES & TRAINS

SNOWFLAKE SPECTACULAR

## **SCOUT TREES REQUIREMENTS AND INFORMATION**

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The Paramount Woman's Association will provide your troop or pack 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**

### **SCOUT TREE SIZE**

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

### **LIGHTING AND ELECTRICAL**

- ✓ You will provide the lights for your tree. 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.
- ✓ 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**

Scout trees will be 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. Scout Trees may be bought back by a parent, sponsor or decorator for \$75.