



“Work that Changes Lives”

## 2021 GOC Festival of Trees

### Tree and Wreath Decorating Guidelines

#### Important Dates:

**Monday, November 29, 2021-** Tree Set up at GOC Event Center\* **10am-8pm.**

**Tuesday, November 30, 2021-** Tree Set-up up at GOC Event Center\* **10am-8pm.**

\*All decorators must check in upon arrival to the Event Center

#### Tree Festival Hours:

**Sunday, December 5, 2021** - Public Preview 1-4pm

**Monday, December 6, 2021** - Open 4-8pm

**Tuesday, December 7, 2021** - Open 4-8pm

**Wednesday, December 8, 2021** - Open 4-8pm

**Thursday, December 9, 2021** - Ticketed Event/Auction 6-8pm

#### Tree sizing:

We are accepting trees in 2 categories.

**Large Tree-** 7 ½ foot maximum, including topper.

**Tabletop-** 3 ft maximum, including topper.

#### Decorating Guidelines:

- All Christmas Trees and Wreaths must be decorated.
- All Christmas Trees must be artificial.
- All trees must have a sturdy stand.
- All trees must have a skirt to cover stand and cords.
- Trees may contain gifts or special surprises. **Have fun and get creative!**
- Please attach all ornaments to the tree securely with wire. Floral wire works great. \*
- Props are not discouraged, however, all items displayed will be raffled or auctioned with the tree.
- No living materials, edible, or candy decorations.
- Trees must be decorated to be viewed from all sides.
- Please avoid lightweight materials that may blow around the event center i.e., plastic snow.

\* **We must be able to move your tree without lights or ornaments falling off.**

### **Lighting Requirements:**

- Pre-lit trees **or** LED lights are preferred, but not required. Pre-lit trees are already wired to correct specifications and adhere to amperage and voltage regulations.
- Decorators must use a power strip to connect lights to tree.
- Bring a heavy-duty extension cord to connect to your power strip.
- Please do not overload circuit according to your light's instructions.
- Please do not plug more than 3 strands of lights together at a time if you are not using a pre-lit tree or LED lights.
- There should be no more than 10 strands of lights per power strip. Bring an additional power strip if you have more than 10 strands of lights.
- No spotlights can be used.
- Mini-lights are preferred.

### **Signage:**

Signage around the tree is limited to the tree donor sign provided by the Festival of Trees. A donor sign will be posted at your tree site using the information submitted when registering. It will contain Donor, Theme and Decorator information.

### **Wreaths:**

- Any size wreaths are accepted.
- Please include a wire loop on back of the wreath that can be used for hanging.
- Power will be provided for wreaths with lights. All lights should adhere to lighting guidelines outlined in the lighting requirements section.
- No living material decorations.

### **Sponsorships:**

**If you are interested in becoming a sponsor, please let us know!**

**\*All donations become property of The Guthrie Opportunity Center and may be raffled, sold, or auctioned during our Festival of Trees event.\***

**Thank you for your support of the GOC Festival of Trees!**

**If you have questions or need more information, please contact us.**

**(502) 348-3989**