

2021 Festival of Trees

DESIGNER EXPECTATIONS AND INFORMATION

THANK YOU for being a designer for the 2021 Festival of Trees! We look forward to a great presentation of your tree! First place bragging rights will be awarded for each category: Business, Professional, and Organization. Schools (only) will be awarded 1st, 2nd, and 3rd places with a monetary donation. Designers will be judged on theme, uniqueness, creativity and the entire presentation of your tree.



IMPORTANT DATES – MARK YOUR CALENDARS ACCORDINGLY:

NOTE: THESE DATES ARE **BEFORE THANKSGIVING.**

- **SET UP: Hyatt Regency:** Decorate Sunday, Nov. 14th (after 5pm) – Thursday, Nov. 18th.
- **SET UP: Courtyard Downtown and Embassy Suites Downtown:** Decorate Monday, Nov. 15th (after 4pm) – Thursday, Nov. 18th.
- **TEAR DOWN ALL Trees/ALL Locations:** Un-decorate trees Friday, Dec. 31st – Sunday, January 2nd.
- Tree take down will occur on **Monday, January 3rd at 7am and all trees must be undecorated by end of day on Sunday Jan. 2nd.**

RULES AND CRITERIA FOR TREE DESIGNING:

- Parking is available in each hotel parking garage. Parking will not be validated.
- Any questions about lighting or electrical issues, please speak with Hotel Engineering: Hyatt Regency (298-2440), Courtyard Downtown (451-5707) and Embassy Downtown (263-4800).
- **DO NOT** plug more lights into the existing tree lights. Additional lights must have a new extension cord leading to the wall. Adding on more lights will cause the tree to blow all the lights.
- Please secure your ornaments. We are not responsible for stolen items.
- Tree skirts **are required** for all trees (6' diameter minimum). Remember to incorporate items under the tree for uniqueness such as gift boxes/bags, stuffed animals, Christmas stockings, etc.
- **Refrain from use of straw or hay.**
- Be considerate of your work area. Do not block walkways, hallways, or leave your tree unattended during the decoration process. **Throw all trash away in designated areas. DO NOT LEAVE ANY DÉCOR BEHIND DURING TEAR DOWN.**
- **If your tree has a pink, blue or orange laminated tag at the base – DO NOT CUT IT. It is how we track our tree inventory.**
- Trees may not be moved under any circumstance.
- Photographs may be used as part of the decorations but only in discretion.

IMPORTANT: Designers may not use logos on a sponsor's tree unless you are the sponsor.

Thank you for your time and talents to bring the St. Francis Festival of Trees to life. I hope this will be a wonderful experience for you. Please contact Karri Westmoreland if you have any questions at 255-1257 or karri_westmoreland@bshsi.org.