



## Event Information & Decorator Guidelines

### COVID-19 PROTOCOLS

We look forward to having you on-site to decorate your tree and for the safety of the Museum Staff and Festival of Trees participants the following protocols will be in place:

- We ask that you do not enter the building if you are feeling sick in any way, or have a sick person in your household, or have been advised to self-isolate.
- Please sanitize your hands when you enter the building (sanitizer provided).
- Please limit your decorating team to 6 people.
- In order to ensure adequate space for social distancing it is required that you book a time for decorating your tree and removing the decorations at the end of the Festival.

We will sanitize common touch points between each decorating group and will not have more than two groups, nicely spaced in the gallery, decorating at the same time. Additional measures may be implemented as required.

### CONTACTS (For scheduling elves and decorating your own tree.)

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### SETUP & DECORATING

**\*\* Thursday, November 12 to Tuesday, November 17 from 12-Noon - 4:00 p.m. \*\***

***All decorating must be completed by 4:00 p.m. on Tuesday, November 17.***

### CHECK-IN/CHECK-OUT PROCEDURES

- 1. All tree decorators check in with Reception upon arriving at the Museum.** Once you have checked in you will be directed to the set-up location where you may drop off ornaments or decorate your tree.
- 2. Please do not select your own tree and start decorating before checking in.**

## DECORATING GUIDELINES

For consistency, all trees will be provided to the teams by the Museum at Campbell River. No other trees can be used.

**ALL decorations and ornaments used MUST be of high quality. Festival of Trees must be tastefully decorated and holiday oriented.** If an entry is deemed inadequate or not suitable, the Museum reserves the right to refuse it or to require supplemental decorations.

Teams are responsible for bringing the necessary tools, equipment and materials.

Live or perishable material (plants, flowers, food) cannot be used for decoration.

Please do not use fragile ornaments or any decorations that could be easily broken.

Please ensure that your decorations are fire retardant. An item that is fire retardant is not necessarily "fire proof." **Do not use the following items in your trees or displays:** certain forms of eucalyptus, hay, straw, plastic ribbons, latex coated greenery, and some preserved greenery. These items are usually **highly** flammable and resistant to fire retardant treatment.

Identification signage for trees is provided by the Museum to maintain uniformity.

Tree decorators may not advertise an organization or business by placing promotional or marketing material (logos, photos, business cards) on their display.

If you are unable to decorate your tree, the Museum can arrange for the decorating elves to do it for you.

## TREE SETUP

Tree setup will include a pre-lit 7-1/2 foot tree. An extension cord will be provided.

Additional plug-in lights are not permitted due to electrical limitations. However, battery operated lights are OK.

The entire surface of the tree **MUST** be decorated, including the back.

A tree skirt or other appropriate base covering must be included in the design.

Tree decorators are responsible for picking up their own materials following the close of the Festival on December 31. **All materials need to be picked up by Sunday, January 10, 2021. The Museum and Festival of Trees organizers are not responsible for any items left on the premises after this time.**

All decorations left behind under the tree will become the property of the Museum if they are not picked up at the end of the event during the scheduled pickup times.

**Remember the WOW factor!** The "Wow!" factor boils down to one thing: exceeding the expectations of your viewing audience. We suggest that you try to create the most exciting and eye-popping tree decoration as possible!

## **JUDGING & AWARDS**

With the exception of “People’s Choice” all trees will be **judged at the opening of the Festival of Trees.**

The judges evaluate the entries based on the following criteria:

- incorporation of theme with use of originality and creativity
- artistic implementation (color, technique, and harmony)
- effort (complexity and workmanship)
- presentation / display (visual appeal)

After the judging is complete, the ribbons are placed on the signage next to the award winners.

**Judging categories for 2020 include:**

### **Most Whimsical**

**“The tree that immediately brings a smile to your face due to its playful or fanciful decorations that are both appealing and amusing.”**

### **Most Elegant**

**“A gracefully decorated tree which is pleasing and attractive”**

### **Most Sustainable**

**“A tree that demonstrates sustainability through the use of re-useable, repurposed, recycled decorations or decorations made from sustainable materials.”**



### **People’s Choice Award – Announced Sunday, December 13**

To be determined based on individual visitor ballots submitted at the Festival.

## **THANK YOU!**

We want to thank you for the generous contribution you have made.

We could not have a successful Festival of Trees without  
**the support of participants and donors like yourselves.**