

## Large Trees Decorator Checklist

Tree #	NAME OF TREE: _				
CONTACT:			TELEPHONE:		
VALUE (	OF DONATED AND PURCE	HASED ITEMS:	GIFT CERTIFICATES? _	Yes N	
HEIGHT	:ft	inches			
Check-ii	<u>n</u> Desk ( <i>Please take this chec</i>	klist to the Check-in L	Desk for signature.)		
2.	Preview your sign informatic Gift certificates turned in. (W Add and total receipts and tu Pick up your thank you ticke	Vrite N/A if not applic rn in itemization of ex	pense form.		
Aisle Wor	rker (Please take this checkli	ist to the aisle worker	assigned to your aisle for signat	ure.)	
5. 6. 7. 8. 9. 10. 11. 12. 13.	Tree Department Ch. Tree bag under tree stand and All trees must be reinforced with hose clamps from the gr. Sections or joints must be see. Everything under or around Lights wrapped and working Check plugs (not more than twith the exception of memor. Dedicated Trees. Picture munot exceed 11"x14". Please other personal photos, storie: No Obstructions: Nothing ov No Furniture!	airwoman and the Trea d skirt.  outside of the trunk woound up and 6" past the cured by a hose clamp the tree will be sold way, and ornaments glued three strands connecte rabilia, trees, decorations to be a photocopy are turn in stories on yours, or written material ver 48 inches height (quantum of the street was the street with the street was the s	above & below each one. ith tree. together and wired on tree. d together or per manufacturer in ons, and accessories must be new id no larger than 8"x10". Matte o c confirmation card at the registra	and secured structions) or frame may tion table. No	
17.	Boxes marked with tree num	ber and taken to the ea	ast end of aisle.		
I have follo	owed all of the above guidelin	nes to ensure the safet	y of my tree.		
Signature o	of Decorator		Aisle Worker Signature		

## **FESTIVAL**OFTREES

## Large Trees Decorator Checklist

	NAME OF TREE: CT:	TELEPHONE:		
	OF DONATED AND PURCHASED ITEMS:			
HEIGHT	:ftinches			
Check-i	<u>n</u> Desk ( <i>Please take this checklist to the Check-in</i>	Desk for signature.)		
1.	Preview your sign information.			
2.	Gift certificates turned in. (Write N/A if not applicable).			
	Add and total receipts and turn in itemization of e Pick up your thank you tickets at the check-in des			
Aisle Wo	orker (Please take this checklist to the aisle work	er assigned to your aisle for signature.)		
5.	Mandatory Festival of Trees approved tree stand. (Exceptions must be approved by both the Large Tree Department Chairwoman and the Tree Delivery Chairwoman.)			
6. 7.	Tree bag under tree stand and skirt.  All trees <i>must be reinforced</i> outside of the trunk with one continuous piece of rebar and secured			
/.	with hose clamps from the ground up and 6" past			
8.	Sections or joints must be secured by a hose clam			
9.	Everything under or around the tree will be sold with tree.			
	Lights wrapped and working, and ornaments glued together and wired on tree.			
11. 12.	Check plugs (not more than three strands connected together or per manufacturer instructions). With the exception of memorabilia, trees, decorations, and accessories must be new.			
13.		and no larger than 8"x10". Matte or frame may ur confirmation card at the registration table. No		
14.				
	No Furniture!	1,,,,		
16.	Special instructions for tree delivery:			
17.	Boxes marked with tree number and taken to the	east end of aisle.		
I ha	we followed all of the above guidelines to ensure t	he safety of my tree.		
Signa	ture of Decorator	Aisle Worker Signature		