



Large Trees Decorator Checklist

Tree # _____ NAME OF TREE: _____

CONTACT: _____ TELEPHONE: _____

VALUE OF DONATED AND PURCHASED ITEMS: _____ GIFT CERTIFICATES? ___ Yes ___ No

HEIGHT: _____ ft. _____ inches

Check-in Desk (Please take this checklist to the Check-in Desk for signature.)

- _____ 1. Preview your sign information.
- _____ 2. Gift certificates turned in. (Write N/A if not applicable).
- _____ 3. Add and total receipts and turn in itemization of expense form.
- _____ 4. Pick up your thank you tickets at the check-in desk.

Aisle Worker (Please take this checklist to the aisle worker 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. Tree bag under tree stand and skirt.
- _____ 7. All trees must be reinforced outside of the trunk with one continuous piece of rebar and secured with hose clamps from the ground up and 6" past the last joint of the tree.
- _____ 8. Sections or joints must be secured by a hose clamp above & below each one.
- _____ 9. **Everything** under or around the tree will be sold with tree.
- _____ 10. Lights wrapped and working, and ornaments glued together and wired on tree.
- _____ 11. Check plugs (not more than three strands connected together or per manufacturer instructions).
- _____ 12. With the exception of memorabilia, trees, decorations, and accessories must be new.
- _____ 13. **Dedicated Trees.** Picture **must be a photocopy** and no larger than 8"x10". Matte or frame may not exceed 11"x14". Please turn in stories on your confirmation card at the registration table. No other personal photos, stories, or written material will be allowed.
- _____ 14. No Obstructions: Nothing over 48 inches height (quilts, furniture, banners, wreaths, doors, etc.)
- _____ 15. No Furniture!
- _____ 16. Special instructions for tree delivery: _____

- _____ 17. Boxes marked with tree number and taken to the east end of aisle.

I have followed all of the above guidelines to ensure the safety of my tree.

Signature of Decorator

Aisle Worker Signature



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