



Festival of Trees Decorating Handbook

Welcome to the **Inaugural Festival of Trees**! We are thrilled to have your organization participate in this special event, bringing the holiday spirit to life. This handbook provides guidelines to ensure that all trees are decorated safely and beautifully for the enjoyment of the community.

1. Tree Guidelines

- **Tree Size:** Trees must be a minimum of 3 feet tall and no taller than 9 feet. Tree size will determine the location of placement in the court house.
- **Tree Type:** Artificial trees ONLY. Artificial trees should be fully assembled, stable, and fluffed before decorating.
- **Lights:**
 - **Battery-Operated Only:** To ensure safety and convenience, all lights used must be battery-operated (no plug-in lights are allowed).
 - **Lighting Safety:** Check that all lights are functional, with no exposed wires or faulty bulbs. Ensure you have enough batteries for the duration of the event.

- **Lighting Choice:** You may choose either white or multi-colored lights, depending on your tree's theme.

2. Decorating Guidelines

- **Tree Theme:** Each tree should follow a cohesive theme. You are welcome to express creativity, whether your theme is holiday-related, represents your business, or something entirely unique.
- **Tree Topper:** Trees should have a securely attached topper that complements the theme, such as a star, angel, or custom creation.
- **Ornaments and Decorations:**
 - Decorations must be securely fastened to the tree, as they will be on display for an extended period.
 - Consider using garlands, ribbons, and other accents in addition to ornaments to enhance your tree's theme.
 - **Please note that we are not responsible for any broken/damaged/missing items.**
- **Tree Skirt:** A tree skirt or collar is required to conceal the tree's base. Choose one that complements your decorations and theme.
- **No Flammable Materials:** Do not use candles, fireworks, or other flammable materials on or near your tree.
- **Safety:** Please prioritize safety. Avoid using sharp, fragile, or hazardous decorations. NO liquids.

3. Set-Up and Installation

- **Set-Up Date:** All trees must be fully decorated **by December 3, 2024. Set-up times will be December 2nd from 9:00 am - 7:00 pm OR December 3rd from 9:00 am - 7:00 pm at the Butts County Welcome Center.**
- **Tools and Supplies:** Bring necessary tools and supplies for decorating your tree, including zip ties, extra batteries, and any assembly tools required.
- **Sponsor Label:** Upon arrival, each tree sponsor will receive a **commemorative plaque** provided by the event organizers. This label will be placed on your tree, recognizing your business or organization.
- **Power Source:** Ensure you have sufficient batteries for the entire display period, as no plug-in lights are allowed. Extra batteries are recommended.

4. Tear-Down and Removal

- **End of Event:** Trees must remain on display until the event concludes on January 6, 2025.

- **Tree Removal:** Sponsors are responsible for removing their trees and decorations. You will have access for removal from January 7, 2025 until January 10, 2025 during normal Chamber business hours. If those days/times will not work for your schedule, we can work something out! Don't let that be a hurdle to our partnership. Please ensure all personal items and decorations are removed and packed properly.

5. Additional Tips

- **Durability:** Use sturdy decorations that can withstand display conditions over several days.
 - **Balance:** Distribute decorations evenly for a visually balanced tree.
 - **Theme Creativity:** Your tree's theme is an opportunity to stand out, whether whimsical, traditional, or brand-related—be as creative as you like!
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Questions?

If you have any questions or need further assistance, feel free to reach out to the event team in any of the following ways:

Email: christmasatthecourthouse@gmail.com

Call/Text: Chassie Chrisley at 678-526-3371

Call/Text: Diana Mullis at 770-686-6830

We can't wait to see the beautiful and creative trees that will make our **Inaugural Festival of Trees** a success!