

Location_____

Tree#: ST-_____

FESTIVAL OF TREES

Small Tree Checklist

Upon receipt of this list at the check-out table, you will receive four thank you tickets to the Festival of Trees, good for Wednesday through Saturday of the Festival.

Name of Tree: _____

Decorator: _____ Telephone: _____

Height of Tree: _____ Feet _____ Inches

Please Check the Following as Completed:

- _____ 1. Lights wrapped or wired on the tree and working?
- _____ 2. No battery-operated lights.
- _____ 3. Ornaments glued together and wired on?
- _____ 4. Tree bag underneath stand and tree skirt?
- _____ 5. Sturdy stand?
- _____ 6. Boxes are marked with tree number and properly stored?
- _____ 7. Check plugs - No more than 3 strands connected together.
- _____ 8. Dedicated Trees:
 - No larger than a 5x7 frame with a photocopied picture.
 - No other personal photos will be allowed on or around tree.
- _____ 9. Turn in Itemization of Expenses form. Decorator keeps all receipts.
- _____ 10. All trees 5ft-6ft must have joints or sections secured with duct tape and secured with rebar and hose clamps. Trees 3ft-3 ½ft must have all joints secured with duct tape.
- _____ 11. Tree and other items do not weigh more than 50lbs.
- _____ 12. No water ornaments, globes or water features.
- _____ 13. No weapons or realistic looking weapons
- _____ 14. No sand, straw or live plants of any kind.
- _____ 15. No walls or barriers around tree.
- _____ 17. Special Instructions: _____

Decorator's Signature

Aisle Worker's Signature

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