

Location \_\_\_\_\_

Tree#: ST- \_\_\_\_\_

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 1/2ft 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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