

## Broad Street Decorating Chair - Responsibilities

9/2021

The Chair of the Broad Street Decorating Chair is responsible for decorating of Broad Street with ribbons, evergreen roping, 150 bows, 50 mason jars (hung on trees) and 200 paper bag or milk jug luminaries to be placed along the walkways of the homes on Broad Street. The Annual Walk on Broad Street begins at 5:00 pm and is held on the same evening as the tree lighting on the Guilford green. "The decorating of Broad Street is the Guilford Garden Clubs' gift to the town".

### Responsibilities:

#### September/October:

Form a committee of at least 6 volunteers. Check with club members for volunteer husbands to hang the mason jars on Thursday, the day before the tree lighting.

#### October:

1. Coordinate with the Wreath Workshop Chair for ribbon and supplies to secure the best price. Also, ask if she has a supplier you can contact for the roping. See if the ribbons can be used from the previous year.
2. Letters to the Guilford Savings Bank and The Chamber of Commerce requesting donations should be mailed. In addition, contact the Girl Scouts to request help in lighting the luminaries and for the removal of the roping at the beginning of the New Year.

#### October/November:

1. If Wreath Workshop Chair is unable to help with a supplier, you should check with tree farms and garden centers (obtain pricing and delivery options from a few places) for pine roping.
2. Have a sign up sheet for members to volunteer to help put up the pine roping and mason jars on Broad Street Thursday morning, another one for volunteers to light candles on Friday and one for pickup of luminaries on Friday evening,

**Mid November:**

Contact the Guilford Police Department requesting to have Broad Street blocked from traffic from 5:00pm to 9:00 pm.

2. Organize a work party to make bows; purchase votive candles, paper bags or milk jugs, sand and any other supplies needed that were not coordinated with the Green Wreath Workshop Chair.

**Late November/Early December:**

1. Depending on the date of the boutique, organize a group to help assemble and fill the 200 luminaries and clean and decorate the mason jars in the basement at St. George's during the green wreath workshop. Notify all the "Elves" what time to meet on Thursday to hang the roping.

2. Thursday, the day before the tree lighting, have the roping delivered in the morning. Assemble the work party, divide into groups, each equipped with wire, staple gun, wire cutter, pliers and ribbon to hang the roping and hang the secure jar. Good luck! It actually can work. Roping is hung along the fences on Broad Street and Olmstead Park on River Street at looping the roping on every 13<sup>th</sup> fence slats. Bows are placed on every other looping of the greens on the fences. At 3pm, put our luminaries along the walkways. At 5 pm light the luminaries (with help from the Girl Scouts) and the mason jars. At 9pm remove the mason jars and bring home.

**After Holiday duties:**

1. Send notes thanking everyone who helped. Remove the ribbon and bows, trying to salvage any for the next year. This should be done a few weeks into January.

2. Prepare a report and provide a dated list of items remaining for use next year.

The following is a list of items needed for the Broad Street Walk decorating;

1. Red ribbon- enough to make 150 bows (approximately 5 feet needed for each bow) for use on roping and jars and 75 yards of ribbon to decorate the trees.
2. Heavy gauge wire for trees and 24 gauge wire for bows. Many of the trees have the wire on the trees from the previous year.
3. Votive Candles (not tea lights) (250) (200 for luminaries and 50 for mason jars)
4. Luminaries (200) consisting of white paper bags purchased from Eastern Bag and Paper, 200 Research Drive, Milford, CT (1-800-972-9622)
5. Sand- enough to fill bags with approximately 2 inches of sand
6. Plastic Bags- white paper bags are place inside these bags- check with previous chair to see where they were ordered; also check with Eastern Bag and Paper
7. Mason Jars - 50 needed for trees

**Important Notes:**

Before you buy supplies, check with previous chair to find out what they have left in order to determine what you will need to order for this year.

Check with the Green Wreath Workshop Chair to see if she can purchase the ribbon, wire, and votive candles with her order and give you a separate bill for these items.

Unless you have a source, you may want to check with Lowe's or Home Depot for pricing on the sand.