

### **DECORATING GUIDELINES**

When designing your decorations, please remember this is an event for military families. Each fully decorated tree will be donated to a Military Family. Decorations may be funny, quirky, etc., but must be in good taste. *SUSAF reserves the right to reject or remove any entry that fails to meet these standards or that is otherwise unacceptable or inappropriate, as SUSAF staff may determine as their sole discretion. All trees and accessories on and around the tree upon completion of decorating the tree will become the property of SUSAF and will be donated to a deserving Military Family.*

**SUSAF will be providing the 7 - 7.5 ft Pre-Lit Christmas Tree.**

**Decorators will provide the following:**

A tree skirt must be included and is helpful if it matches the theme of your tree decor.

A tree topper must be included. The topper must be detachable for delivery purposes. SUSAF will provide a bin to put the tree topper in for travel. If the topper is lighted, please provide an extension cord at least 10 ft. so it can be plugged in.

Each tree needs to have at least 60 ornaments. Add Bows, Garland, Artificial Decoration Picks, etc

All decorations must be NON-FLAMMABLE.

PLEASE DO NOT USE THE FOLLOWING: water filled, living, hazardous, flammable, or edible items. NO loose confetti, glitter, loose artificial snow, tinsel, or dried flowers.

All ornaments with removable tops must have the tops securely glued in place.

All garland, picks, and ornaments must be securely wired to the tree using craft wire, floral wire, or pipe cleaners. If using a glass ornament make sure it is securely placed on the tree.

DO NOT Glue decorations directly to the tree. The recipient of the tree will need to dismantle the tree for storage after the holidays.

Pre-assemble as many decorations and ornaments before decorating day to help decorating go smoothly.

DO NOT add extra strands of lights. (We do not want to electrically overload the tree)

NO weapons or inappropriate materials are allowed on or around the tree.

NO advertising is allowed on or around the tree. (We will provide signage with your information)

All items under or around the tree will be donated with the tree.

Decorate all sides of tree.

Christmas or winter-themed trees will be the best choice, since these trees are going to be donated to Military Families. Your theme will need to be noted on your registration form.

Please keep in mind that these fully decorated trees are going to be transported to the home of the military family. Therefore, please refrain from using extra large pieces that would be hard to move with the tree.

Keep a personal record of all items that you have donated for the decorated tree. SUSAF will provide a general contribution letter that you or your organization participated in the Lights of Gratitude Benefit and will serve as documentation for tax purposes. (Donation document to be supplied upon request.)

### **SUPPLY LIST TO AID IN DECORATING**

We do not provide these items!

Pipe cleaners, wire, wire cutters, scissors, tape, ladder, broom, dustpan, small tarp to spread out decorations while working, trash bag for your trash.

### **ADDITIONAL INFORMATION**

SUSAF is not responsible for any damage or loss to any decorations at any time before, during or after the Christmas events.

Please no children under 15 years while decorating tree. (Thursday & Friday) Exception: Children allowed on Youth decorating day (Saturday).

### **REINFORCEMENT OF THE TREE TRUNK FOR TRANSPORT**

In preparation of the tree for transport, we will reinforce the tree trunk prior to decoration. We will be installing rebar or wood rod attached to the trunk of the tree. We will also provide a storage bin for the tree topper and the tree skirt. These supplies will be covered by the registration fee.

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***Please initial here to indicate that you have read and understand the guidelines, and agree to abide by the guidelines as set forth above: \_\_\_\_\_ Return initialed copy at check-in on decorating day.***

Proceeds from Lights of Gratitude hosted by Support U.S. Armed Forces, Inc. benefit the U.S. Military and their Families.  
Support U.S. Armed Forces, Inc is a recognized, non-profit corporation under Section 501(c)(3) of the Internal Revenue code.  
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