



The Festival of Trees is one of several events included in ***Hometown Christmas***. The Festival is in its 25th year and is an opportunity for businesses, organizations, churches, individuals, and schools to display a lighted tree on the Blount County Courthouse lawn throughout the holiday season.

In the past, the Courthouse lawn has been illuminated by a display of colors and decorating styles. The event is unique to Blount County. Each year, individuals and families walk along the sidewalks of the Courthouse lawn to view the trees while others choose to drive by the site. This event has become a tradition in our community, and we are excited about the possibility of working with you on the event this year.

Christmas at the Courthouse and the official lighting for the Festival of Trees will take place on **Thursday, December 1st beginning at 6:30 pm**. In case of inclement weather, the program will move indoors.

Attached you will find more details pertaining to the time schedule of the Festival, as well as other important information. If you have any questions, please do not hesitate to call me at 983-9244 or email miskey@parksrec.com.

Sincerely,

Miskey Wright
Recreation Specialist
Maryville-Alcoa-Blount County Parks & Recreation



2016 Non-Competitive Festival of Trees Schedule

Monday, November 7
4:00 PM
Parks & Recreation
Administrative Office
316 S. Everett High Rd
Maryville, TN 37804

Information meeting- New participants are encouraged to attend; Past participants are welcome to attend and share their experience.

Wednesday, November 9
4:00 PM

Entry Deadline (Please return the attached Entry Form and \$25.00 entry fee.)

Mon., November 28
8:00-10:00 AM

Your tree should be delivered to the Blount County Courthouse lawn. This time frame is very important. For your convenience, we will have a limited number of spaces blocked off in front of the courthouse and staff who will provide assistance in unloading trees from your vehicle. We will also stake, wire, and place your tree in a designated location.

Tuesday, November 29
10:00 AM - 7:30 PM

Power will be in place to trees by 10:00 a.m. and decorating of trees will begin any time after 10:00 a.m. and continue as late as 7:30 p.m. **The power will be turned off at that time.**

Wednesday, November 30
4:00 PM

All trees should be completed and ready for final power check by maintenance crew.

RAIN PLAN

In case of inclement weather, the set-up/decorating schedule will be adjusted.

Thursday, December 1
6:30 PM

Courthouse Celebration Ceremony and opening of Festival of Trees. In the event of rain, the Celebration Ceremony and lighting of the Festival of Trees will be moved indoors.

7:00-8:00 PM

Music, light refreshments, wagon rides and visit by Santa

January 2-6, 2017

Participants are responsible for removing all decorations and trees from the site **no later than January 6th**. Parks & Rec will remove **only undecorated trees** for the recycling program.

IF YOU HAVE QUESTIONS, CALL PARKS & REC. AT 983-9244 OR E-mail: missey@parksrec.com

2016 FESTIVAL OF TREES GENERAL INFORMATION

OVERVIEW

The Festival of Trees is in its 25th year and applauds the efforts of the past participants who have worked so diligently to make this event a tremendous success. Below you will find information which has been compiled from our experiences (good and bad) as well as the suggestions which have been expressed through participant evaluations each year.

REQUIREMENTS

- All trees should be cut trees. (No artificial trees)
- All trees should have lights.
- *ONLY MINIATURE OR "LED" LIGHTS ARE PERMITTED. NO MORE THAN 3 STRANDS OF LIGHTS PER PLUG or a maximum of 500 lights per tree.*
- NO FLOOD LIGHTS ALLOWED.
- ALL lights must be CONTINUOUS BURNING. NO BLINKING OR CHASE LIGHTS on tree or tree toppers.
- All lights must be checked at the site BEFORE placing on the tree and again once they are on the tree BEFORE adding other decorations.
- Ribbons or similar indicators should be placed where each strand of lights begins and ends. This makes it much easier for you to locate a string of burned out lights. *We will have some yellow ribbons available at the information meeting and in the office at Parks & Rec, if you would like to use them.* During the Festival, an effort will be made by the staff to keep lights on all trees working. However, if this does not take care of the problem, participants will be notified and asked to come and add a new string of lights to replace those burned out. Our biggest complaint by the public is that they go by and lights are out on trees. By marking the beginning/ending of strands, you can quickly locate them to replace or repair.
- Each tree should have a WEATHERPROOF TREE SKIRT, which can be secured. Oil cloth or plastic tablecovers work well and can be secured with floral pins.
- WEATHERPROOF handcrafted or bought ornaments are accepted. Be cautious of ornaments that have a small hole on the top, which allows water to collect inside. These have a tendency to freeze and burst.

IMPORTANT REMINDERS (LEARNED BY EXPERIENCE)

- The key factors in keeping your tree beautiful throughout the Festival:
 - ❖ ALL DECORATIONS AND CONTINUOUS BURNING MINIATURE OR "LED" LIGHTS MUST BE SECURED WITH FLORAL WIRE, PIPE CLEANERS, ETC. to keep from blowing in the weather.
 - ❖ Careful selection of handmade or purchased waterproof decorations
 - ❖ One suggestion to keep lights burning is to cover the exposed plug ends with black electrical tape. It is also helpful to tape the connections between strands, so they do not come unplugged.
 - ❖ Place your lights on the tree carefully making sure they have all been tested. When possible, purchase lights that continue to burn even when one or more lights on the string burn out. Always have extra fuses or lights on hand in case lights burn out.
 - ❖ Finish off your tree with a WEATHERPROOF tree skirt that can be secured to the ground.
 - ❖ NO ICICLES. No bread dough ornaments.
 - ❖ BE CAUTIOUS of ornaments that have OPEN ENDS. Water tends to collect, freeze and burst the ornament.

PARTICIPANTS ARE RESPONSIBLE FOR THE FOLLOWING:

- The PURCHASE and DELIVERY of your tree, all decorations, and lights
- Tree skirt
- Removal of all decorations and the tree by the designated date. Cut trees donated to Parks & Rec for recycling will be removed by Parks & Rec Staff only after decorations are removed. Removal of other trees is the responsibility of participant.
- Completing and returning entry form and \$25 entry fee by designated date as stated in the attached schedule
- Step stool or ladder to use while decorating
- Wire cutters, floral wire or pipe cleaners to secure all ornaments

PARKS & REC. WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Heavy duty wooden tree stand
- Yellow ribbons to tie to your lights (prior to set-up day)
- Manpower to unload your tree when delivered between the hours of 8-10 AM on November 28th
- Placing and securing your tree
- Providing you with electrical hook-ups
- Removal of cut trees to be recycled after all decorations have been removed
- Signage for trees

REFRESHMENTS

Hot chocolate will be provided on Tuesday, December 1st from 10:00 AM – 4:30 PM inside the Court House Lobby.

For those who have small children, please have adult supervision since there is hot chocolate involved and we do not want any burned fingers.