



The Festival of Trees is one of several events included in ***Hometown Christmas***. The Festival is in its 27<sup>th</sup> 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, November 29th 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](mailto:miskey@parksrec.com).

Sincerely,

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



## **2018 Non-Competitive Festival of Trees Schedule**

**Tuesday, November 6  
4:00-4:30 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 7  
4:00 PM**

Entry Deadline (Please return the attached Entry Form and \$30.00 entry fee.)

**Mon., November 26  
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 27  
10:00 AM - 7:30 PM**

Power will be in place 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 28  
4:00 PM**

All trees must 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, November 29  
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

**December 27, 2018 –  
January 4, 2019**

Décor removal. Participants are responsible for removing all decorations and trees from the site **no later than January 4<sup>th</sup>**. 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](mailto:missey@parksrec.com)*

## ***2018 FESTIVAL OF TREES GENERAL INFORMATION***

### **OVERVIEW**

The Festival of Trees is in its 27<sup>th</sup> 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.
- You will be given 100 small pipe cleaners (chenille stems) to secure ornaments/decorations to your tree. ALL tree décor and lighting must be secured to the tree using pipe cleaners or floral wire. The area experiences strong winds, and any unsecured ornaments that blow off the trees will be thrown away.
- *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. 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. 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:
  - ❖ 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 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:**

- 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. (please leave the white signs – our crew will collect those after the event)
- Completing and returning entry form and \$30 entry fee by designated date as stated in the attached schedule
- Step stool or ladder to use while decorating

**PARKS & REC. WILL BE RESPONSIBLE FOR THE FOLLOWING:**

- Heavy duty wooden tree stand
- Pipe cleaners (100) to be used to secure tree decor
- Manpower to unload your tree when delivered between the hours of 8:00 am – 10:00 am on November 26<sup>th</sup>
- 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 (property of Parks & Rec – we will collect those after the event)

**REFRESHMENTS**

Hot chocolate will be provided on Tuesday, November 27<sup>th</sup> from 10:00 AM – 12:30 PM inside the Court House Lobby.

---

***Event schedule at a glance -***

- ***8:00-10:00 am, Monday, 11/26 – Tree delivery during these hours only.***
- ***10:00 am, Tuesday, 11/27 – You may begin decorating your tree.***
- ***4:00 pm, Wednesday, 11/28 – All trees should be completed.***
- ***6:30-8:00 pm, Thursday, 11/29 – Christmas at the Courthouse & Festival of Trees event. Come join the celebration!***
- ***12/27 – 1/4 – Tree décor removal.***