



## TREE DESIGNER INSTRUCTIONS 2023

Thank you for your gift of love! We are so grateful for your support and donation benefitting the students in Weber School District. The quality of trees and wreaths donated have made Christmas Tree Jubilee event the ultimate kick off to the Holiday Season.

### TREE SET-UP

Monday, November 20, 2023 from 9:00 A.M. – 8:00 P.M.

### CHRISTMAS TREE REQUIREMENTS

- New artificial pre-lit trees only. Any height between 3 and 9 feet sells. Once assembled your tree must fit through a standard doorway.
- Decorations must be glued and or wired securely to the tree as appropriate. Nothing should fall off when the tree is moved. We discourage ornaments that break easily.
- Please remember to bring decorating items such as wire cutters, glue gun, scissors, step stools etc., with you.
- Display items and gift certificates are optional. Everything under, around or attached to the tree will be sold with the tree.
- Tree stand must be a heavy metal and non-collapsible, non-bendable. This is required.
- A tree bag will be provided and must be placed around the base of your tree BEFORE you decorate and set up. It goes under the tree skirt and is attached above the stand and below the bottom row of branches. Tree doctor volunteers will be helping you with this process.

### IMPORTANT INSTRUCTIONS

- Doors open at 9:00 am and close at 8:00 pm
- Student volunteers will be available to help you unload at the entrance on 24th St.
- Free parking is available at The Junction. The Conference Center parking garage on Kiesel Ave. has limited free spots but after complimentary spot fill, paid spots are available. Because of construction on Washington street parking is very limited!
- Tree spots are pre-assigned. Please check-in at the registration table immediately when you arrive. We will get you checked in and lead you to a pre-assigned space.
- Receipts are important for your personal tax records and to report cost of supplies to the foundation.
- Tree bag must be installed before decorating by a tree doctor
- Lunch will be provided 12:00-1:00 pm in the first-floor conference room in the west hall

*"It's not how much we Give but how much Love we put into Giving."*  
- MOTHER TERESA

