



DECORATORS' CHECKLIST

On behalf The Arboretum at Flagstaff, the Flagstaff Arts Council and our elementary schools,

"Thank you!" for your contributions to the Flagstaff Festival of Trees!

HAVE YOU:

-  ____ a. Filled out the Donor Information Form for your trees or seasonal décor by October 15?
-  ____ b. Received your email confirmation? If not, contact *Erin Evans* at 480.202.4368.
-  ____ c. Planned on decorating *OR* delivering your trees or seasonal décor on November 7 or 8 from 10am—4pm?
-  ____ d. Purchased new artificial trees or seasonal décor? Live trees and wreathes are too flammable.
-  ____ e. Secured the “limbs” and decorations for your trees or seasonal décor so it can withstand heavy traffic? Glue, clamps, or other means of attaching are appropriate.
-  ____ f. Made sure your tree is no taller than 7 feet or smaller than 2 feet?
-  ____ g. Ensured your trees or seasonal décor is family-friendly and is decorated for the season or is otherwise creative?
-  ____ h. Is prelit with LED lights or has LED lights securely attached and has replacement bulbs and fuses affixed to it?
-  ____ i. Provided a 15—25 foot, 3-pronged 14-16 gauge extension cord to be sold with the tree?
-  ____ j. Ensured your decorations are non-flammable and you have not used aerosol-based sprays?
-  ____ k. Provided materials to display your seasonal décor such as hangers or rods?
-  ____ l. Made sure you have decorated with items you are OK with not having returned?
-  ____ m. Not decorated with things that are alive, are perishable, or contain liquids?
-  ____ n. Ensured you have not decorated with items other than lights that require electricity?
-  ____ o. Brought materials to set up and decorate your tree and seasonal décor such as scissors, florist wire, wire cutters, step stool, glue gun, pliers, drills, screw drivers, folding chairs, ladder, and clean up tools such as a broom, dustpan, and garbage bags?
-  ____ p. Made plans to keep pets at home?
-  ____ q. Identified 2 people to represent your contribution at a reception on November 12?

The support of HomeCo Lumber and Hardware is greatly appreciated!