

## **Adopt-A-Tree Holiday 2020 Lighting Guidance**

Welcome to the Adopt-A-Tree Holiday 2020! Those little lights aren't twinkling until we bring the spirit of the Holidays to downtown Manitou Springs! Thank you for your interest in adopting a tree to bring more dazzle to our downtown this season!

Please read through these important items & feel free to call us at 719-685-5089 or email [jenna@manitouchamber.com](mailto:jenna@manitouchamber.com) with any questions.

### **GROUP GUIDELINES:**

- You may decorate your tree anytime before December 11 once your application is submitted and approved.
- Please be aware that the following guidelines must be followed in regards to your group and decorating to make a safe environment for you and your Adopt-A-Tree
- A maximum of four (4) people will be allowed to decorate or un-decorate the tree at a time.
- We suggest that you involve other group members in the ornament creation/gathering so that they feel a part of the process if you have more than 4 people participating.
- Masks must be worn at all times while decorating and un-decorating trees.
- Social distancing standards must be followed at all times while decorating and un-decorating trees.

### **GENERAL GUIDELINES:**

**ADOPTION REQUEST:** Please contact Jenna at the Manitou Springs Chamber of Commerce, [jenna@manitousprings.org](mailto:jenna@manitousprings.org) for information on how to adopt a tree downtown for FREE and be eligible for the decorating contest

**DECORATIONS:** Ornaments should be well made, wind and water-resistant, sustainably resourced decor is highly encouraged. Avoid using food (i.e., pasta) and paper as ornament decorations, as they

will not withstand inclement weather. It is recommended that you have a **minimum of 40** imaginative ornaments/decorations for your tree. We recommend the ornaments be large so they can be seen from vehicles on Manitou Ave/Canon/Ruxton. Use sturdy wires to attach ornaments to your tree to prevent them from being blown or knocked off the tree. Please bring your own tools such as pliers, scissors, small stepladder, etc., to help with the decorating process. Solar lights are encouraged, as there may be limited access to electricity. Any tinsel/ ribbon must be tied every 2 feet with zip ties/twist ties to branches or omitted entirely. Tree must be decorated from top to bottom. **Caution and care for tree safety must be a priority. Do not attempt to hang heavy ornaments or alter the tree in any way that could cause limb breakage or damages.**

\*Please remember that this is "tree decorating". **We will not have room around your tree for large decor items or cutouts. Painting and flocking of trees is strictly prohibited.**

**RESTRICTIONS:** Decorations must not contain any inappropriate or offensive language and/ or symbols. No profanity, inappropriate, offensive, or political decor is allowed on tree decorations. Decorations are subject to oversight by the Chamber of Commerce.

**WEATHER / WIND DAMAGE:** You will be responsible to clean up any blown or damaged ornaments/ decorations during the dates of the event. This means stopping by and checking on a regular /daily basis.

**CONTEST:** There will be a Best Overall Tree Decoration contest. All Adopt-A-Trees will be considered for this contest and the winning tree, selected by a panel of judges, will have a ribbon/sign placed on the tree distinguishing the winner of the contest on December 18.

**JUDGING:** Judging scores are based on (1) Large, visual appeal from Manitou Ave utilizing at least 40 ornaments (2) Originality/Artistic Skill, (3) Creativity / Theme, (4) Sustainability / Repurposed materials

**SIGNAGE:** The Chamber will provide an identification sign that will be placed at the base of your tree. **No other signs will be allowed.**

**ADULTS:** Please be sure members of your group are closely supervised while decorating, especially if you plan to bring small children.

**UN-DECORATING:** Adopt-A-Tree ends on Sunday, January 3, 2021. If you would like to keep your decorations, you must un-decorate your tree prior to this date. Any decorations left after 5pm on January 6th will be discarded.

**DECORATING GUIDELINES:** All decorating must be completed by 5 PM on Friday, December 11, in order to be judged. **Remember that this is "tree decorating" and we may not be able to accommodate decorations, figures or cutouts that require space around your tree.**