



Riverside University Health System Foundation

2019 Festival of Trees Designer Information

Designer Registration Form Due- ASAP

Gala Reservations Due-Nov. 1

Mistletoe Magic Gala- Nov 26

Tree Designer Workshop- Oct 3

Tree Designer Day- Nov 25

Tree Designer Reception- Dec 1

General Information

- Designers will receive a 7 ½ foot artificial pre-lit tree.
- **A \$350 allowance check will be issued to each tree designer to help defray costs for designing the tree.** This should be used for decorations on the tree only and not for decorations in vignettes.
- Complete and return designer registration form on-line no later than Monday Sept. 2, Labor Day. **The Designer Workshop will be held at Riverside Medical Clinic, 7117 Brockton Avenue, Riverside 92506 Thursday, October 3, from 5:00 p.m. to 6:15 p.m. (Conference Rooms 1&2 Lower Level). A Light Dinner will be served from 5:00 p.m. to 5:30 p.m. Meeting will start promptly at 5:30 p.m.** Allowance checks will be issued to designers who have completed registration.
- We highly recommend you decorate your tree at the Convention Center. If you decorate your tree at your home or office, you will be responsible for getting the tree to the Convention Center on Designer Day.
- Each designed tree designed will receive one complimentary seat to the Mistletoe Gala on Tuesday, Nov. 26th. Additional seats can be purchased for \$150 each by calling the Foundation Office at 951-486-4213. Reservations must be made by Nov. 1st.
- Check our website for registration and additional information: [www. RUHealth.org/ Foundation](http://www.RUHealth.org/Foundation).
- Designers must agree and adhere to the following statement: I understand that I cannot brand the tree with logos, products, and other similar items for corporation, company, university, etc.

Decorating Your Tree

- **DO NOT FLOCK YOUR TREE - it is a fire hazard.**
- Secure all decorations with florist wire - **No exceptions!**
- Decorate tree on all sides - using 175-275 ornaments. Please do not use glass or heavy ornaments.
- Extension cords should be 16 gauge and no longer than 6 feet.
- **Maximum tree high with topper is 9'**
- **DO NOT wire or glue or use ribbon to connect the tree topper to the bottom section, this section must be removed for delivery. The bottom sections must be glued together, including the tree stand.**
- **Each tree will be placed on a rolling platform (16" tall by 36" square). This platform needs to be covered with either compatible fabric or paper. Each tree needs a tree skirt that will be delivered with the tree. Please use the tree stand provided with the tree.**
- **A limited number of 8'x8' Vignettes are available this year- and must be confirmed with us.** Complete your registration form as soon as possible if you want a vignette. If vignette items are for display purposes only, you need to pick up your items on Sunday, Dec.1st after 2:00 p.m. or they will be delivered with the tree.
- **None compliance with the decorating guidelines will disqualify the tree from the judging and awards.**

Suggested Designer Day Supplies

- Stepladder, glue gun, wire and wire cutters, scissors, extra lights and ornaments, extension cords, duct tape, compatible fabric or wrapping paper to cover the tree box.

Judging Categories

- People's Choice: The public will determine the People's Choice Awards. (1st, 2nd, 3rd)*
- Santa's Favorites tree.*
- Best Children's Theme; Best Traditional/Elegant; Most Creative 1st, 2nd, 3rd: These categories will be voted on by a judging panel, yet to be determined.

*People's Choice and Santa's Favorite Awards will be given at the Designer Reception held on Dec 1st.