

HISTORIC BUILDING DECORATING GUIDELINES

As a Lamplight Tours decorator, you or your group is responsible for decorating your assigned building according to the following guidelines.

DECORATIONS

- All decorations should be appropriate to the time period of the building you are decorating. Museum staff will be happy to meet with you to determine if certain items are appropriate.
- Possible decorations may include: garland, bows, glass ornaments, wreaths, and ribbon. Depending on the building, Christmas lights may be used.
- Buildings may be decorated during the Museum's regular business hours. Contact Sarah at 852-5035 to schedule your time to decorate.

EQUIPMENT

- Please bring your own tools and materials.
- None of the following materials can be used on the buildings.
 - No Tape (ie; Duct, Double sided, masking, scotch)
 - No Crepe Paper (the color will run when damp)
 - No Staples, nails, tacks
 - No Paint of any type
 - No Putty
- Instead use twisty ties, zip ties, fishing line, pipe cleaners, etc. to affix your decorations to the buildings.

ELECTRICAL

- Some electrical outlets are available.
- You must supply your own extension cords. However, the museum will make sure power is supplied to your location.
- Please contact a museum staff member before plugging in any electrical equipment.

VEHICLES

- No vehicles on the grounds except for deliveries

CLEAN UP

- Each decorator is responsible for cleaning their own area.
- A dumpster will be provided for all trash.
- If using zip ties, please pick up all pieces when they are cut off.
- All decorations must be removed by Wednesday, January 14, 2011 at 4pm.
- Any decorations left on January 15 will be disposed of or stored for future use.

Buildings need to be decorated by December 1, 2010

Call Sarah at 852-5035 or email sawoodman@kern.org if you have questions or to schedule your decorating time.

Your cooperation and support is greatly appreciated.