

Longwood Gardens
 Children's Christmas Tree Display
 Design Form
 Submission Deadline: April 20, 2012

We encourage you to be creative! All pieces must be handmade by the students. Longwood will showcase thirteen schools for the annual Christmas display. As interest in this exhibit increases each year, the exhibiting schools will be chosen based on the merit of the sample ornament. This is a chance for individual classrooms to shine! Longwood staff will decorate the trees with the student ornaments.

Participating classrooms will receive up to 30 complimentary one-day passes to view the display, as well as a \$50 stipend to help defray the cost of materials.

To Enter:

Please submit the form below, along with a **photo** of the type of **ornaments** you describe. Schools chosen to participate will be notified by mail in early June.

Be a part of Longwood Gardens' most spectacular seasonal display!

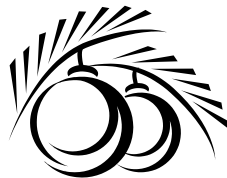
Name/ Job Title		Date	
School		Grade level of students participating	
Address			
City	State	Zip	
School Office Phone		School Fax	
Email Address			

Please describe the materials that will be used to create each of the following: *(Trees are approx. 3.5-4 ft. tall)*

Ornaments: 75-100 ornaments not to exceed 4" x 4"	
Garland: Five 4' sections required	
1 Tree Topper	

Mail To:

School and Youth Programs Coordinator
 Longwood Gardens
 P.O Box 501
 Kennett Square, PA 19348
Fax: 610-388-5488
Email: lbradley@longwoodgardens.org
Phone: 610-388-5257



Suggested Materials
<u>Natural Materials:</u> pine cones, sweet gum balls, pods, shells, dried flowers, Spanish moss, grapevine, popsicle sticks, wooden cut outs, feathers
<u>Recycled Materials:</u> tiny terracotta pots, fired clay, buttons, beads, spools, punched tin, recycled plastic creations
<u>Other Materials:</u> puzzle pieces, pipe cleaners, tulle, raffia, ribbon, pompoms, cardboard, heavy paper, small mirrors, paper chains.
NOTE: All ornaments must be able to withstand frigid night temperatures. No perishable or live items allowed.

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2012 GENERAL RULES AND GUIDELINES

1. Trees will be approximately 3½' - 4' tall and are lit with white lights. Longwood staff will decorate the trees with the children's ornaments.
2. Moving decorations, blinking lights, candles, identifiable photographs of children, religious or political ornaments are considered **unacceptable**. No perishable or live items are allowed.
3. All ornaments must be handmade with attached method to hang and **must be** firmly constructed to withstand unheated night temperatures and wet conditions.
4. Due to the size of the tree, we will accept a minimum of 75 ornaments, and a maximum of 100 ornaments per entry. Overall ornament size must not exceed 4"x4". We cannot guarantee that every ornament will be placed on the tree.
5. Tree tops must not exceed 6" X 8" and need a sturdy method of attachment.
6. Garland should be created in five – 4' sections.
7. Pack ornaments, garland, and tree top in boxes **with lids**. Clearly mark each box with school name.
8. Decorations need to be delivered on November 14, 2012 by a school representative.
9. Longwood will donate \$50.00 to each school to help defray the cost of supplies (checks to be mailed in September).
10. Each school will also be given up to a **maximum** of **30** complimentary passes, plus 3 complimentary adult tickets for a one-time visit. Passes may be picked up when ornaments are dropped off.
11. While Longwood Gardens will exercise due caution in safeguarding exhibits, it cannot assume responsibility for damage or liability for damage or loss.
12. Ornaments will need to be picked up on Wednesday, January 9, 2013.