

## **GLOW Decorating Guidelines 2020**

- (1) To SIGN-UP your Affiliate Club's participation, please look at the Master List on the Affiliate Bulletin Board, noting the item number in the first column. Please make a 1st, 2nd, and 3rd choice as items are assigned on a first come, first served basis. Email your top three item numbers to Kevin Borowiak at [rkborowiak@gmail.com](mailto:rkborowiak@gmail.com). The day/time stamp on your email will serve as the queue. **Please DO NOT phone in your selections....we are accepting choices by email only!**
- (2) Provided cut holiday trees will be either 8' or 10' tall; these heights are approximate as the trees may be slightly smaller or larger. Because of space limitations, some of the trees must be 8' tall and are noted as such on the spreadsheet. For other areas, the tree height can be requested. A limited number of wreaths are also available for decorating. This year there are a few new items to decorate, available on a limited basis: front doors, fireplace mantels, and dining room table settings. **(NOTE: as of 9/30/2020, mantels have been eliminated from the decorating schema.)**
- (3) The GLOW layout has already been determined. Clubs will know their placement quickly. This will help guide your decorating theme.
- (4) Each Affiliate Club is encouraged to sign-up for decorating as early as possible in order to guarantee the item they wish to decorate, as well as its location. Each Club is also asked to submit their decorating theme as soon as possible to prevent duplication in themes. Themes are due by September 1.
- (5) In regard to decorating and maintaining coronavirus/COVID-19 precautions, Affiliate Clubs will be limited to 2 or 3 volunteers to decorate their intended items. Decorating will NOT occur as in the past, rather a schedule will be posted soon which will reflect these precautions. Decorating will occur over several days w morning and afternoon shifts that will reflect social distancing. Once the schedule is posted, please contact Kevin Borowiak by email w your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices. His email is [rkborowiak@gmail.com](mailto:rkborowiak@gmail.com). **NOTE: Anyone decorating will be required to complete a [Pre-shift Covid-19 Screening Questionnaire](#) prior to stepping inside the building, and must wear a mask that covers both nose and mouth while indoors.** Your mask must remain on while decorating, at all times.
- (6) CBG volunteers will pre-lite all the cut trees for the Affiliate Clubs. Clubs may not add additional lighting to the cut trees.
- (7) If your Club signs-up to decorate a door, you may add white lighting if you'd like. Please no running or flashing lights as they can trigger people with sensory processing disorders.
- (8) Final decorating days are to be determined – decorating will occur over several days which have yet to be determined. A sign-up will be posted on the bulletin board as well as Affiliate GLOW contacts will be notified of its posting. Please make your 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> choice selections by email ONLY please. The decorating is being planned to maximize social distancing for all Affiliate participants.
- (9) Tear down dates have NOT been determined either. We will NOT be able to tear down as we have in the past due to the pandemic. A schedule will be posted for Affiliates to select a time to undecorate their doors, tables, trees, and wreaths. Affiliate contacts will be notified of this as well.
- (10) For trees, decorations must be from the bottom limb of the tree to the top of the tree. NO DECORATIONS may be placed on the floor and nothing may be suspended from the ceiling.

(11) For mantels, you are welcome to decorate the mantel itself as well as the wall directly above the mantel with a wreath or other botanical display, artwork, mirror, etc. A staff member can help you hang those items on the wall. **(NOTE: as of 9/30/2020, mantles have been eliminated from the decorating schema.)**

(12) For doors you are welcome to decorate the door and frame. You may place cup hooks in the frame but attaching anything permanent to the door requires prior approval from the Garden. Command strips may be used.

(13) Every Affiliate Club needs to include botanicals in their décor somehow. They may be silk/artificial or preserved botanicals. Botanical materials in pots may be used next to doors and on table settings if they are easy to access for CBG staff to water. If those potted materials start to wither, you will be asked to replace them with a fresh plant. You cannot use fresh cut greens because they will dry out too quickly inside the building. Please remember that care of potted materials must be simple! Nothing that will wilt or looked tired without simple watering.

(14) Please do not use glitter, tinsel, or too much unsustainable plastic in your decorations. Also, please no battery-operated items.

(15) As in the past, Clubs may wish to use personal items in their decorating but we ask that NO items of value be used! While security is ever present, it is not constant like the Art Museum and the Garden cannot guarantee their security.

(16) The GLOW Affiliate contact is Kevin Borowiak. If you or your club has questions, concerns or need help w your theme and decorations to go with it, please contact him at [rkborowiak@gmail.com](mailto:rkborowiak@gmail.com) or 216-744-4866