

# Georgia Festival of Trees Decorating Volunteer Training

The decorating team at the Georgia Festival of Trees is responsible for putting the finishing touches throughout the venue to create a festive and beautiful atmosphere for our guests. Several areas require decorating, and you will work in teams to complete these tasks.

## Main Lobby

- Place the 70" digital sign for the Georgia Festival of Trees in the main lobby so it is visible to guests approaching from outdoors and from the escalator from the Red Parking Deck.
- Fluff and spruce 9-foot tree placed next to the digital sign.

## Concourse from Main Lobby to Building A

- Place six white flocked trees through the concourse next to directional signs
- Remove the trees from the boxes and assemble them.
- Thoroughly fluff branches.
- Place fairy lights in trees and position battery packs where they are easily accessible but not noticeable.
- Hang red ornaments on the trees.

## Ticketing Area

- Place ticketing table decorations as directed by decorating leaders

## Entry - Near Bottom of Escalators

- Place Georgia Tree (magnolias and peaches) in its proper position.
- Fluff tree branches and straighten ornaments as needed.
- Add boxed ornaments.
- Ensure the topper is in good condition and straight.
- Place tree skirt.
- Place a doTERRA Crockpot and small fan near the tree where it is not visible.
- Place the medical tree near the first aid office.
- Unwrap and fluff branches as needed.
- Place a digital sign for the first aid office near the tree.
- Place the second doTERRA diffuser near the medical tree, keeping it out of sight.





### **Entry – Inside the main doors**

- The decorating team will work with set-up crew to complete fence posts, large pots, and lighted branches if not already completed (follow instructions provided by the set-up crew)
- Place snow blankets along the fence line and around the white trees.
- Place poinsettia plants along the snow line following the direction of the set-up and decorating leaders.
- Place doTERRA diffusers inside each pot, nesting them in the sticks.

### **Store Fronts – Mistletoe Mall and Elf Emporium**

- Hang tear-drop wreaths on the front of each toy soldier pedestal using command strip hooks.
- Santa’s Sleigh/Photo Area
- Fluff trees branch by branch – this will require climbing on a ladder to reach tops of nine and twelve-foot trees. Remember these trees will be part of the Santa photo experience.
- Using snow blankets, disguise the base of the sleigh to create a snowbank. Allow snow blankets to fill the area around the sleigh, creating a snowy scene.
- Place realistic deer near sleigh and place harnesses on them. They do not attach to the sleigh, but complete the “scene”.

### **Reindeer Stalls**

- Set up the stalls with reindeer décor using the photos provided.
- Following the decorating leader’s direction, create the Reindeer Scene highlighting the area sponsor.
- Spread straw around the base of the stalls and fill the feed bags to complete the look.

### **Reindeer Games**

- Set up two selfie stations following decorating leader’s instructions
  - o Balloon station will be provided by an outside balloon artist
  - o Create a second photo stop following the directions of decorating leaders.
- Follow the directions of the decorating leaders to complete the decorating in this area.



## Stage

- Hang lights around the back of the stage (including snowflake lights).
- Hang garlands along the sides and front of the stage.
- Place snow blankets around the speakers to make them less obvious.
- Place three small trees at the back right corner of the stage and fluff as necessary.

Other small tasks will need to be completed to create the finished product. Teams will be assigned to small, manageable projects. When each project is completed, the team will move on to another project. All teams will work together to complete all the areas. Teamwork is key to this operation!

## Additional Projects (directions to be given on-site):

- Volunteer Check-in Tables
- Info Desk
- Giant Christmas Tree
- Photo stops – There are eleven located throughout the venue hosted by the festival and their partners.
- Info Desk
- Giant Tree
- Coke Zero/Sprite Zero
- Train Station
- Reindeer Games 1 (Balloon Art)
- Reindeer Games 2
- Reindeer Games 3
- Red Truck
- Santa's Sleigh (Reindeer – Available when Santa is not present)
- Elf Training Academy
- Main Entryway Benches and Lights
- Sugar Cookie Decorating – decorate the front entrance area
- Santa's Workshop – Decorate front area (new bank building)
- Nativity Area – fluff trees and make area look pretty
- Reindeer Stall Display



## UNDECORATING

At the end of the festival it is time to quickly clean up and store our decorations for the next year.

We like to pack quickly, but more importantly, we like to pack in an organized and careful manner. If we pack correctly, we will not have to repack anything during the year, cutting down on our to-do list throughout the year.

Each Un-Decorating team will have a list of items to pack and secure as they move through the festival areas. Team leaders will ensure that each item on the list is completed before moving on to other projects.

Thank you for your willingness to give of your time and talents as we prepare for the festival! We are excited to work with you!