

# **Georgia Festival of Trees 2023 General Set-up and Tear-Down Volunteer Training**

## **General set-up instructions**

- All trucks will be unloaded before any set and assembly begins.
- Materials unloaded from trucks will be delivered to the appropriate location in the hall based on the tags/shrink wrap color.
- Following truck unloading: **HEAVY SET-UP**
- Start with large items in each area – this includes tables, fixtures, and furniture. Please do your best to follow the floor plan and place items as near to the mapped location as possible to avoid moving heavy/bulky items more than once.
- Area Directors/Department Chairs will be present to help interpret floor plans and assist with placement.
- During setup, maintain and store boxes, crates, and pallets in approved areas and in an orderly fashion. An efficient tear-down depends on this.

## **Additional Set-up Projects**

### **Sign holders**

- Attach feet to sign holders, and set them inside the pipe and drape at the right side of the front entrance (near the rollup door).

### **Retractable Belt Stanchions**

- Attach stanchion arms to bases (one bolt) and set them in a holding area near the sign stanchions. Belt stanchions will be placed after the majority of set up is completed.

## **Special Feature Set-up**

### **SANTA'S SLEIGH**

- Set the sleigh at the appropriate angle, per Santa Photo Chairperson
- Adjust the braces under the trailer to make sure the sleigh is level and stable.
- Place steps at sleigh.
- Set up trees behind the sleigh – no tree fluffing is required by the set-up crew; secondary set up crews and decorators will do the rest.



# GENERAL SETUP / TEARDOWN

## **REINDEER STALLS - SANTA'S SLEIGH AREA**

- Assemble stalls in the designated area near Santa's Sleigh
- Match coordinating numbers & letters to create 8 stalls.

## **NUTCRACKERS - RETAIL AREAS**

- 8 Nutcrackers are placed at the entrances and exits of Elf Emporium (EE) and Mistletoe Mall (MM)
- Place each soldier on top of white cabinet box bases and secure to the bases, ensuring they are stable.

## **BUBBLE MACHINES - CHILDREN'S AREA**

- Place in Children's Area (refer to map). Place carpets along the front edge.

## **ELF PHONE BOOTH - CHILDREN'S AREA**

- Assemble by matching coordinating numbers & letters
- Place in Children's Area (refer to map)

## **SANTA'S POST OFFICE - CHILDREN'S AREA**

- Assemble by following the included instructions.
- Place in Children's Area (refer to map)
- Ensure the conveyer belt is set correctly and in working order.

## **CONCOURSE DECORATING**

- Remove from boxes, assemble, and place six flocked Christmas trees in designated areas in the concourse - no tree fluffing is required by the set-up crew.

## **CHRISTMAS VILLAGE**

- Build a Christmas Village base following the directions included with pieces. Once the base is assembled ensure all boxes and crates are in place for village decorating team.

## **GINGERBREAD DISPLAY**

- Build a Gingerbread Village base following the directions included with pieces.
- Place the 8-foot pallet and place it in the center of the Gingerbread base. Cover the center of the boards with snow blankets, keeping them well back from the edge. Keep the edge clear of snow blankets and ready for the train track.

# GENERAL SETUP / TEARDOWN

## CENTERPIECES

- Set up 6' tables following the floor plan provided. Set up 30" round tables for nativity displays.

## THEME TREE

- Our theme tree is being set up by a 3rd party contractor. Before the full assembly, we will need a team to place the ornaments on the tree sections. Follow instructions provided by the team leader to complete the job.

## GRAND ENTRY

- Help create the lighted entry features in the main entrance with the assistance our decorating team.

## ESCALATOR LOBBY

- Place 12-foot Georgia feature tree in the escalator lobby following the provided floor plan.
- Put up 8-10 additional 7.5' trees and fluff them fully.

## Ticketing, Volunteer, and Entertainment Area Set Up

- Place tables according to floor plans provided.

## General Tear Down Guidelines

- Department leaders & volunteers will pack each area and prepare for palleting.
- Large items, including shelving, tables, and furniture, will need to be disassembled (as appropriate) and returned carefully to original pallets. Take care to collect all hardware and place it with the item as required in its original packaging (all containers will be labeled)
- Separate retractable belt stanchion arms from bases and pack them in large plastic bins labeled "STANCHIONS". Ensure that all bolts are secured at the ends of each stanchion pole.
- Separate sign holders from feet and repack in custom pallets marked "SIGN HOLDERS". Ensure that all hardware is collected and stowed in boxes containing the feet.
- Tear down special features such as post office & phone booth and return components to their original pallets, boxes, and containers.
- Follow directions from Tear Down leaders to ensure all pallets are moved to the correct area for loading.