

### Suggested Guidelines for Ornaments

**Ornaments not received by November 16, 2015, will have no guarantee of being placed on the tree.**

One of these ornaments is chosen each year to be placed on the tree during the ceremony which will be televised.

Dimensions: Ornaments should be 5 - 10 inches in diameter by 5 - 8 inches in height. The tree is usually over 40 feet tall, and the public is not allowed within ten feet of the tree. (Larger ornaments are easier to see from these distances).

Colors: Bright colors, or reflective material are more visible. The tree is very large, and 3,000 ornaments and 10,000 lights barely fill it. If you would like to create ornaments in specific color schemes, feel free to do so. Note that the tree ceremony is at night and ornaments are often 20 feet above the ground.

Themes: If you have a group of artists working together, THEMES work really well. Past ornament themes submitted included "patriotic" themes; support our troops; faux candles and animals.

Materials: Plastic or laminated paper, and other waterproof materials work well. (Non-laminated paper will be destroyed by the weather). Ornaments should come with either string or wire hanging loops. Reflective ornaments are especially effective outside, as there is a lot of natural lighting. Please do not use any glass - durable ceramics are acceptable.

Quantity: The tree is very large and has room for many ornaments. We are hoping to contribute at least 800 ornaments to the tree this year (both community and developmental center art programs).

Packaging: If the ornaments are fragile, please pack appropriately for shipping. Please package so that ornament hangers do not become tangled during shipping.

When shipping, please be sure to note the tracking number of the parcel, should it get lost in transit. Please email the tracking number(s) to [nancy.lungren@dds.ca.gov](mailto:nancy.lungren@dds.ca.gov) and [sherian.chastain@dds.ca.gov](mailto:sherian.chastain@dds.ca.gov) when the parcel has been shipped. Remember to write the quantity of ornaments being shipped on a cover note, with a contact person and telephone number, and insert it into the boxes with the ornaments.

Ship to: DEVELOPMENTAL CENTERS DIVISION  
ATTN: Terry Gonzales/TREE ORNAMENTS  
Department of Developmental Services  
1600 Ninth Street, Room 340, MS 3-17  
Sacramento, CA 95814

Shipping Form: Please take a moment to fill out the form provided, and include it with the shipment of ornaments.