Date: August 18, 2016

To: REGIONAL CENTER EXECUTIVE DIRECTORS

Subject: 2016 STATE CAPITOL (85TH) ANNUAL TREE LIGHTING CEREMONY

For more than 20 years, ornaments made by persons with developmental disabilities have adorned the State tree. In the past few years, we have had a tremendous response from regional centers’ community art programs, who have delivered several hundred ornaments to be hung on the tree. The Department of Developmental Services (DDS) has been asked once again to participate in the official State Capitol Tree Lighting Ceremony. We are sending out requests for ornaments to all regional centers, developmental centers, and community art programs.

The Tree Lighting ceremony will take place the first or second week of December. This year, as in previous years, a child with a developmental disability will participate in the televised ceremony. The child will place one of the ornaments onto the tree during the ceremony with Governor Jerry Brown and First Lady Anne Gust Brown.

To be included on the tree, all ornaments must be received at DDS Headquarters by Wednesday, November 9th. Enclosed are suggestions for the ornaments and a shipping form. If you have any questions, please contact Nancy Lungren, Assistant Director of Communications at (916) 654-1820 or nancy.lungren@.dds.ca.gov, or Sherian Chastain, Executive Assistant at (916) 654-1884 or sherian.chastain@dds.ca.gov.

Sincerely,

BRIAN WINFIELD
Acting Deputy Director
Community Services Division

Enclosures

cc: Regional Center Administrators
Regional Center Chief Counselors
Association of Regional Center Agencies
Nancy Bargmann, Director, DDS
Nancy Lungren, Assistant Director, DDS

"Building Partnerships, Supporting Choices"
Suggested Guidelines for Ornaments

Ornaments not received by November 9, 2016, 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 and 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.
2016 STATE CAPITOL TREE LIGHTING CEREMONY

SHIPPING FORM

(FORM MUST BE INCLUDED WITH ORNAMENTS)

NAME OF CENTER/PROGRAM: ________________________________

CONTACT PERSON/TITLE: ________________________________

STREET MAILING ADDRESS: ________________________________

CITY, STATE, ZIP: ________________________________

CONTACT TELEPHONE NUMBER: ________________________________

CONTACT EMAIL: ________________________________

DIGITAL PHOTOGRAPHS OF THE TREE MAY BE DOWNLOADED FROM DDS WEBSITE at:  http://www.dds.ca.gov/Newsroom/TreeLighting.cfm

Please include a brief description of ornaments shipped:

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TOTAL NUMBER OF ORNAMENTS SHIPPED: ________________________________

TOTAL NUMBER OF BOXES SHIPPED: ________________________________

Revised 07/21/2016