

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 320, MS 3-9
SACRAMENTO, CA 95814
TTY (916) 654-2054 (For the Hearing Impaired)
(916) 654-1958



September 13, 2018

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: 2018 STATE CAPITOL 87TH ANNUAL TREE LIGHTING CEREMONY

For more than 21 years, ornaments made by persons with developmental disabilities have adorned the State Capitol Tree. In the past few years, we have had a tremendous response from regional centers' community art programs, which 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 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 Friday, November 9. 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, (916) 654-1884 or nancy.lungren@dds.ca.gov.

Sincerely,

Original signed by:

BRIAN WINFIELD
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, 2018, have no guarantee of being placed on the tree.

One ornament is chosen to be placed on the tree during the televised ceremony.

Dimensions: Ornaments should be large: 5 to 10 inches in diameter by 5 to 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 this distance).

Colors: Bright colors and 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 lighting ceremony is at night and ornaments are often 40 feet above the ground.

Themes: If you have a group of artists working together, themes work really well. In the past, ornaments submitted have included: patriotic themes, support our troops, faux candles and animal themes. **If photographs of individuals served by either the developmental centers or regional centers are included on the ornaments, please be sure to provide a signed release authorizing DDS to use the photos at: <https://www.dds.ca.gov/Forms/docs/DS5651.pdf>.**

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 loops for hanging. Reflective ornaments are especially effective outside as there is a lot of natural lighting. Durable ceramics are acceptable, but **please do not use any glass.**

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 from community and developmental center art programs.

Packaging: If the ornaments are fragile, be sure to pack appropriately for shipping. Carefully package the ornament hangers as well so that they do not become tangled during shipment.

Shipping Form: Please take a moment to fill out the enclosed shipping form and include it with your shipment of ornaments. Email the number of parcels shipped and tracking number(s) to nancy.lungren@dds.ca.gov once the parcel has been shipped.

Ship to: Department of Developmental Services
DEVELOPMENTAL CENTERS DIVISION
1600 9th Street, Room 340, MS 3-17
Sacramento, CA 95814
ATTN: Terry Gonzales/TREE ORNAMENTS

2018 State Capitol Tree Lighting Ceremony Ornament Shipping Form

(THIS FORM MUST BE INCLUDED IN PACKAGE 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 THE
DDS WEBSITE at <http://www.dds.ca.gov/Newsroom/TreeLighting.cfm>**

BRIEFLY DESCRIBE ORNAMENTS SHIPPED:

TOTAL NUMBER OF ORNAMENTS SHIPPED: _____