

DEPARTMENT OF DEVELOPMENTAL SERVICES

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



September 6, 2017

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: 2017 STATE CAPITOL (86TH) 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 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 **Friday, November 10th**. 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,

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 10, 2017, will have no guarantee of being placed on the tree.

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

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. 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 for Regional Centers are included on the ornaments, please be sure to provide a signed release to use the photos.

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 carefully package the ornament hangers so they 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 name and telephone number, and include it in 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.

2017 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 THE DDS WEBSITE at <http://www.dds.ca.gov/Newsroom/TreeLighting.cfm>

Please include a brief description of ornaments shipped:

TOTAL NUMBER OF ORNAMENTS SHIPPED: _____

TOTAL NUMBER OF BOXES SHIPPED: _____