

## **Guidelines and Suggestions for Ornaments**

***Ornaments must be received no later than Monday, November 16, 2020, in order to be placed on the tree.***

*Dimensions:* Ornaments should be large: 5 to 10 inches in diameter by 5 to 8 inches in height. The tree is usually more than 40 feet tall, and the public is not allowed within 10 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. Photos from last year's event are on the DDS website: <https://www.dds.ca.gov/general/news-room/annual-state-capitol-christmas-tree-lighting-ceremony/>

*Themes:* If you have a group of artists working together, themes work really well. **We encourage you to send ornaments that celebrate family, reflect the cultural diversity of California and celebrate holiday traditions from the Golden State. Some examples of themes include Hanukkah, Winter Solstice, Christmas, and Kwanzaa.** If photographs of individuals served by either the developmental centers or regional centers are included on ornaments, please provide a signed release (Enclosure B) authorizing DDS 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 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 from community and developmental center art programs.

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

*Shipping Form:* Please fill out the enclosed shipping form and include it with your ornaments. Email the number of parcels shipped and tracking number(s) to [cynthia.bowman@dds.ca.gov](mailto:cynthia.bowman@dds.ca.gov) once the parcel has been shipped.

**Ship to:** Department of Developmental Services  
1600 9<sup>th</sup> Street, Room 340, MS 3-17  
Sacramento, CA 95814  
DEVELOPMENTAL CENTERS DIVISION  
ATTN: Cynthia Bowman/TREE ORNAMENTS