



Thank you for volunteering to be a designer for the RCS Empowers, Inc. (RCS) inaugural 2018 "Shine On" event. Your designs will create a magical atmosphere and will be shared with the many people expected to attend. You can be proud that you are an important part of this exciting event. All proceeds raised will be used for the RCS Trailside Park on the community bike path.

Trees and wreaths will be available for pick up after Wednesday, October 17<sup>th</sup>. We will be happy to get you any additional information needed throughout this process. Please have the attached form filled out and return to Kris Williams or Chris Hemmer.

### **Guidelines**

When decorating, please make sure that all lights (LED preferred) and decorations are wired to the tree with floral tape or pipe cleaners to prevent them from falling off during viewing. Any other greenery used must be artificial. The tree will be viewed from all sides so a tree skirt is essential. There will be walls available for wreaths and tables for the smaller trees.

Tree/wreath set up and/or decorating will take place onsite at RCS on Wednesday, November 14<sup>th</sup> and Thursday, November 15<sup>th</sup> from 1:00 pm until 9:00 pm.

### **Questions:**

Tree and Wreath Decorating Committee  
Kris Williams (920) 946-2523  
Chris Hemmer (920) 912-0282

**Again, thank you SO much for your participation in this worthy cause!**



Title of the tree/wreath \_\_\_\_\_

Description of tree/wreath \_\_\_\_\_

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Sponsor of tree/wreath \_\_\_\_\_

Designer(s) \_\_\_\_\_

I will be using LED lights

I will be using incandescent lights

I would like to inquire about a partial designer budget

**Questions:**

Tree and Wreath Decorating Committee

Kris Williams (920) 946-2523 kdkwill54@gmail.com

Chris Hemmer (920) 912-0282 chrishemmer@att.net