

Guidelines and Suggestions for Ornaments

***Ornaments must be received at DDS no later than
Thursday, November 16, 2023,
in order to be placed on the tree.***

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

Dimensions: Ornaments should be large: 6 to 10 inches in diameter and 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. Information about last year's event are on the DDS website: www.dds.ca.gov/general/news-room/capitol-christmas-tree-lighting

Themes: If you have a group of artists working together, themes can work well. If photographs of individuals served by either the developmental centers or regional centers are included on ornaments, please provide a signed release authorizing DDS to use the photos. Release: www.dds.ca.gov/wp-content/uploads/2020/08/DS5651.pdf

Materials: Plastic, laminated cardstock, or other, heavier and waterproof materials work best. (Non-laminated paper will be destroyed by wind and/or rain). 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. **Please do not use any glass or materials that could hurt someone if they fall off the tree.**

Quantity: The tree is very large and has room for many ornaments. We are hoping to contribute 800-1,000 ornaments made by individuals 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 boxes or envelopes shipped and any tracking number(s) to info@dds.ca.gov once the parcel has been shipped.

Ship to: Department of Developmental Services
Office of Legislation, Regulations and Community
Engagement
Attn: TREE ORNAMENTS
1215 O Street, MS 9-10
Sacramento, CA 95814