

GLOW Guidelines 2021

- (1) To SIGN-UP your Affiliate Club's participation, please look at the Decorating List (through a link on the Affiliate Bulletin Board GLOW information), noting the item number in the first column. Please make a 1st, 2nd, and 3rd choice as items are assigned on a first come/ask, first served basis. Email your top (3) choices (item #'s) to Kevin Borowiak at rkborowiak@gmail.com . The day/time stamp on your email will serve as the queue. Please DO NOT phone in your selections...we are accepting choices by email only. Within 24-72 hours, you will receive an email which will confirm your choice. Further, you may confirm your selection on the Decorating List which will be updated at the end of every month.
- (2) CBG will provide fresh cut holiday trees that will be either 8' or 10' tall; these heights are approximate as trees may be slightly smaller or larger. Because of space limitations, some of the trees may have a pre-assigned height of 8' and are noted on the Decorating List. In other areas, you may select you tree height. Also, a limited number of wreaths are available for decorating. Again this year, front doors and table settings are available for decorating AND the mantles will be introduced.
- (3) The GLOW layout has already been determined. Affiliate Clubs will know their placement with sign-up. This will help guide your decorating theme.
- (4) Each Affiliate Club is encouraged to sign-up for decorating as early as possible in order to guarantee the item they wish to decorate, as well as it's location. Also, each Affiliate Club is asked to submit their decorating theme as soon as possible to prevent duplication in themes. Themes are due by September 1.
- (5) CBG volunteers will pre-lite all cut trees for the Affiliate Clubs. Clubs may NOT add any additional lighting to their cut trees.
- (6) If your club has selected to decorate a door or mantle, you may add LED plug in (non-battery operated) white lighting to your décor. However, please NO running or flashing lights as they can trigger people with sensory processing disorders.
- (7) Final decorating day has yet to be determined. Depending on the status of the pandemic, this will govern whether we will decorate on one day or several days. Tear down day/date is always the Monday after the show closes. More info will come to you regarding this.

- (8) FOR TREE DECORATING: decorations are limited from the bottom limb of the tree to the top of the tree. NO DECORATIONS may be placed on the floor and nothing may be suspended from the ceiling.
- (9) FOR WREATH DECORATING: these are artificial. You may pick-up the wreath ahead of decorating day(s) to decorate at your home. If you do decorate away from CBG, you will be required to return it by decorating day.
- (10) FOR MANTLE DECORATING: you are welcome to decorate the mantle itself along with the wall directly above the mantle with a mirror, wreath, or other artistic botanical display. A staff member will assist you with hanging this. Also, you may decorate within the hearth of the mantle.
- (11) FOR DOOR DECORATING: you are welcome to decorate the door and frame. No nails can be hammered into the door itself, but they can be used on the framing. Also, you may add planters, other decorative items, and door mats to your display.
- (12) FOR TABLE SETTINGS: you will be assigned a 72" X 30" table. It will have a white covering that goes to the floor. NO chairs will be a part of the display.
- (13) Every Affiliate Club needs to include botanicals with their décor. They may be silk/artificial or preserved botanicals. Live botanicals in pots may be used on mantels, at doors, or on table settings, these must have easy access for watering by CBG staff. Know that any live botanical material used must last for the (5) weeks of the show. If anything begins to look wilted or 'tired' you will be asked to remove and/or replace it.
- (14) PLEASE DO NOT use glitter, tinsel, or too much unsustainable plastic in your decorations. Also, NO battery-operated items.
- (15) As in the past, Affiliate Clubs may wish to use personal items in their decorating, but we ask that NO items of value be used. While security is ever present, it is not constant in every room like the Art Museum. CBG cannot guaranty their security.
- (16) The GLOW Affiliate contact it Kevin Borowiak. If you or your Affiliate Club has questions, concerns or need help with your theme and decorations to go with it, please contact him at rkborowiak@gmail.com or (216) 744-4866.