

**M e m o r a n d u m**

**Date:** September 16, 2008

**To:** Regional Center Directors

**From:** Community Operations Division  
(916) 654-1958

**Subject: 2008 STATE CAPITOL TREE LIGHTING CEREMONY**

For more than 20 years, ornaments made by persons with developmental disabilities have adorned the state tree. Last year, we had a tremendous response from Regional Centers (RC), and delivered more than 1,500 ornaments. The Department of Developmental Services (DDS) has been asked once again to participate with the official State Capitol Christmas Tree Lighting Ceremony. We are sending out requests for ornaments to all RC's.

The tree lighting ceremony will take place on Tuesday, December 9, 2008 at 4:30 p.m. This year, as with 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 Arnold Schwarzenegger and First Lady Maria Shriver.

If you have any questions, please contact Dorsey Griffith or Theresa Slaughter by telephone at (916) 654-1884. **To be included on the tree, all ornaments must be received at DDS Headquarters by Friday, November 14, 2008.** Attached are suggestions for the ornaments.

RITA WALKER  
Deputy Director

Attachments



LINK TO 2007 TREE CEREMONY PHOTO ESSAY:  
[Governor and First Lady Celebrate 76th Annual Christmas Tree Lighting](#)

cc: RC Chief Counselors  
Bob Baldo, ARCA  
Dorsey Griffith, DDS  
Deborah Meeker, DDS

**"Building Partnerships, Supporting Choices"**

## **2008 STATE HOLIDAY TREE ORNAMENTS** **SUGGESTED GUIDELINES**

**When shipping, please be sure to note the tracking number of the parcel, should it get lost in transit. Please email Theresa Slaughter at [theresa.slaughter@dds.ca.gov](mailto:theresa.slaughter@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 person and telephone number and insert it into the boxes with ornaments.

**Ship to:       DEVELOPMENTAL CENTERS DIVISION  
                  ATTN: TREE ORNAMENTS  
                  Department of Developmental Services  
                  1600 Ninth Street, Room 340, MS 3-17  
                  Sacramento, CA 95814**

### **Suggested guidelines for ornaments:**

**Dimensions:** Ornaments should be larger than 4" in diameter. 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 & 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. Past ornament themes sent to us include “patriotic” themes; support our troops; faux candles, animals.

**Materials:** Plastic or laminated paper, and other waterproof materials work well. (Non-laminated paper will be destroyed by rain). 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 **glass**. Durable ceramics are OK.

**Quantity:** The tree is very large, and has room for many ornaments. We are hoping to ship 2,000 ornaments to the tree this year (both community and developmental center art programs). One of these ornaments is chosen each year to be placed on the tree during the ceremony on live television.

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

**Packing Slip:** Please take a moment to fill out the ATTACHED form and include it with the shipment of ornaments. Thank you.

**2008 STATE CAPITOL CHRISTMAS TREE LIGHTING CEREMONY**  
**SHIPPING FORM**

**(FORM MUST BE INCLUDED WITH ORNAMENTS)**

**NAME OF CENTER:** \_\_\_\_\_

**CONTACT PERSON / TITLE:** \_\_\_\_\_

**STREET MAILING ADDRESS:** \_\_\_\_\_

**CONTACT TELEPHONE NUMBER:** \_\_\_\_\_

**CONTACT EMAIL:** \_\_\_\_\_

\_\_\_\_ **YES**, I WOULD LIKE A DIGITAL PHOTOGRAPH OF THE TREE EMAILED TO ME. My email address is above.

Please include a brief description of ornaments shipped:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL NUMBER OF ORNAMENTS SHIPPED:** \_\_\_\_\_

**TOTAL NUMBER OF BOXES SHIPPED:** \_\_\_\_\_

IF YOU WOULD LIKE A DIGITAL PHOTOGRAPH OF THE TREE SENT TO YOU BY EMAIL, PLEASE INDICATE SO BY CHECKING YES. NOTE THAT DUE TO THE SIZE OF THE TREE, NOT ALL INDIVIDUAL ORNAMENTS WILL BE RECOGNIZABLE IN THE PHOTOGRAPH.

***Updated September 2008***