

## **Decorating Help: *Day Of (1pm-4pm) Finished by 3pm ideally***

### **Load / Unload: 10am-1pm**

We have a storage unit at Medford Mini Storage that will need to be loaded onto a truck/trailer and brought to Main St (Gazebo Area). Truck/Trailer can be parked at the end of the unload in the lot behind the gazebo parking lot under the red barn awning owned by J.S.Braddocks.

**Tiny Tim Stage Decorations A,B,C: (decor provided) (Ground stage)** take up approx 10x10 space with a 4x4 platform stage inside. Each get 4 *gold stanchions* with a *red velvet rope* connecting either side. The backdrop is a *Main St Merchants logo wall fabric banner*, attached to a *black backdrop stands*. There should be minimum 2 *magnet bright LED lights* with *fresh batteries* at each (attach to front most stanchion.) Weights on the banner stands (8 bricks in sleeves or a two sandbags) 4 gold stanchions, 2 ropes (12 stanchions/6 ropes total) (Township Setting up single 4x4 platform on each Tiny Tim Stage) This will not take 2 hours, commit to multiple items please!

1. Tiny Tim Stage A: 22N Main St
2. Tiny Tim Stage B: 44N Main St
3. Tiny Tim Stage C: S Main St

**Decorate Father Christmas Stage: (12'x12' Stage)** located in the parking lot of Medford Car Care, this is our Main Stage, it goes closer to the sidewalk than the building. Stage is setup by Medford Twp Public Works. Electricity is available, but leave at least one plug for our DJ Steve who sets up there. This will not take 2 hours, commit to multiple items please!

1. Twinkle lights, garland, Christmas trees on the corner - be creative & make it look great
2. Decorations for this stage must be provided by volunteer "adopting" the stage.
3. Sign "Decorated by" adopting business attains sign & fills it out with dry erase marker to display
4. Has electric, needs cords (Main Street Merchants provide)
5. 4 gold stanchions, 2 ropes
6. Take a pic of yourself as a business owner in front of your decorated stage! Send to us for sharing "it takes a village" kind of thing!
7. Make sure there is signage/banner visible & present if stage is sponsored. (Zallies)
8. The Twp delivers bleachers here too - please make sure they're facing the stage (but not blocking it!)

### **Decorate "Papa Elf Mini Stage" (adopted by a biz: *The Center Life in Balance*) (8'x8' stage)**

located at 46 South Main St / Scafidi Cranston Building. Cannot move - electricity is borrowed from Scafidi Cranston. This will not take 2 hours, commit to multiple items please!

1. Lights (provided by biz)
2. Garland (provided by biz)

1. All provided by adopting business.
2. Sign “Decorated by” adopting business attains sign & fills it out with dry erase marker to display
3. Take a pic of yourself as a business owner in front of your decorated stage! Send to us for sharing “it takes a village” kind of thing!

### **Decorate “DJ Kris Kringle Stage” (4’x8’ stage)**

This will not take 2 hours, commit to multiple items please!

1. Lights (provided by biz)
2. Garland (provided by biz)
4. All provided by adopting business.
5. Sign “Decorated by” adopting business attains sign & fills it out with dry erase marker to display
6. Branch & Main St (power from the biz/house on the East side of Branch/Main’s porch. May need extension cords.
7. Take a pic of yourself as a business owner in front of your decorated stage! Send to us for sharing “it takes a village” kind of thing!

### **Decorate Fezziwigs Stage: (adopted by a biz) *Girlfriends on Main (12’x12’ stage)***

This will not take 2 hours, commit to multiple items please!

1. Lights (provided by biz)
2. Garland (provided by biz)
8. All provided by adopting business.
9. Sign “Decorated by” adopting business attains sign & fills it out with dry erase marker to display
10. Bleachers should be dropped nearby from Twp. They should be on opposite side of street facing the stage.
11. Located between Medford Comm Center & Girlfriends on main, war memorial.
12. 4 gold stanchions, 2 ropes
13. Take a pic of yourself as a business owner in front of your decorated stage! Send to us for sharing “it takes a village” kind of thing!

### **Decorate Carriage Ride Path: (end of South St in the circle by public works)**

1. Laser Lights setup pointing at back woods
2. Extension cord run
3. Insure that the carriage ride path is marked off on the street (can only be staged until after the parade, then the path goes up)
4. Laser Lights pointed at the Quaker Meeting House (hope)
5. Homes along South St engage in decorating contest, so their houses look festive! (Hope)
6. Lasers are owned by Main Street Merchants, bins can be picked up day of event.
7. Take a pic of yourself as a business owner in front of your decorated stage! Send to us for sharing “it takes a village” kind of thing!

### **Santa’s Gazebo: (Day of Dickens, prior to dickens)**

1. Move the wooden picnic tables to the grassy area behind the Gazebo (not visible in Santa pic backdrop. But still usable)
2. Put gold stanchions & ropes down the walkway leading to the street. (Approx 14 stanchions with 10 ropes - create a walkway)
3. Get the green wingback chair from Cranberry Hall, for Santa's seat.
4. Optional white furry rug on ground under Santa.
5. Find small table (MAC let us borrow it in past!) and put candy canes into a cute basket/bin on table for Santa to hand kids.
6. Stow additional candy canes to the side of gazebo for Elves to restock as the evening goes on.

**Santa's Gazebo: (Weeks prior to Dickens, decorated before Small Biz Saturday. )**

1. Curtain warm LED lights strung around all sides but Main Street opening "door" to gazebo
2. An ornament string "barrier" goes against the back "door" of the gazebo to keep people from walking up. One goes across the front as well, but is removed on day of Dickens.
3. Artificial Tree & ornaments erected in stand in the center of the Gazebo. There is a heavy duty stand ,but we still need bricks/sand bags/etc to weigh it down! Put tree skirt over it to cover.
4. Any additional lights (warm if white) are welcome on bushes outside the gazebo!
5. Check that lights work - if there are any tree wraps that aren't working, fix it or let event chairs/decor committee know.

**Vendor Check In: (2pm at the Friends Meeting House on Union St at the Road)**

Vendors remain in their cars & lineup down the street. The goal is to check in 2 vendors at a time, to keep the line moving so it doesn't back up too far. Be cautious not to walk further & further down the street. If that happens wave the line forward to the Quaker House again! Vendors have business names, legal names, and application #'s to sort through in organized lists. Direct vendors to their spot by writing their spot # in sharpie on an info sheet provided. Booth #'s are setup as follows: when you enter Main Street from Union Street, turn left (North) for #'s 1-99. Turn Right (South) for #'s 100-210. Even #'s on the West side of the street, odd numbers are on the East side of the street. This helps things be as organized as possible. Advise each vendor of this (point it out on the sheet) and tell them to unload & move their cars to one of the free municipal lots asap.

Former Year Vendor Check in sheet for reference only:

<https://drive.google.com/file/d/1I7oujEy7eHhem9JhZ5Qh3UNUC71wYUK/view?usp=sharing>

**Vendor Double Check In: on Main Street. (1pm-3pm) (1-2 people)**

Main & Union Street (reinforce direction vendor is going, things get hectic when they turn the wrong direction, and what side of the street their booth is on, they already have their #'s by the time you get them. This should be quick! "What's your #? Ok you're this way, on this side of the street" This person should have a full vendor list with numbers, etc, too so that if there are any issues, they can handle it - not the main vendor check tent.

**Vendor Assistants:**

Walk the designated area on Main St, make sure Vendor have found their proper space, and are unloading their vehicles & parking vehicles in the parking lots immediately. If there is an issue, radio/call the Vendor Check In Volunteers to solve. Vendors park in municipal lots. No setup allowed prior to car being moved.

**North Volunteers: #'s 1-100**

Main & Branch-Main & Union.

Main & Feed Mill-Main & Branch.

**South Volunteers: #'s 100+**

Main & Union through 47S Main St (Center, Life in Balance)

47S Main St (Center, Life in Balance) through Tomlinson Park

**Signs placement on the street (before)**

There are aprox 13 large silver metal stands. These get placed (6 on S Main, 6 on S Main one at the Main / Union Intersection) with the corrugated plastic signs in them (printed fresh yearly) one side has our sponsors, one side is the itinerary. Signs can be found at Lower Forge, Sign Stands are in the "kill shed" around Medford.

\*signs placed in middle of the road on the yellow lines. If there are lights, be sure they're magneted on & illuminating.

**Signage: Sponsor signs: (before, 1 hour)**

Certain sponsors get a specific sign/holder thanking them for being a sponsor of the event. These signs need to be delivered to the sponsor booth spaces.

**Weeks Prior to the Event:**

Check with Kenny/Medford Village Car Care about using space again for stage.

Gather extension cords for these areas:

1. DJ Kris Kringle stage
14. Father Christmas Stage
15. Fezziwig Stage
16. Papa Elf Mini Stage
17. Carriage Ride Decorations (circle & near the quaker house, insure the electric hookup is turned on by Quaker house with Twp)

Day Prior to the Event:

Locate & assemble things like the metal signs, the stanchions,

**During Event:**

**Parade Caboose:** (1 person, 1 hour max likely 30min) Be the last person in the parade, as you walk, find the tall metal signs with the sponsors/itinerary map in them & place them on the yellow lines. They are initially placed along the sidelines of the area to allow parade to pass. Put the carriage ride blockades into the street once the parade passes. Parade officially ends at Gazebo but the firetruck drives up to Branch St to return to its position.

1. **Map/Itinerary/Sponsors:** Large metal stands (6 on South Main, 1 at Main & Union, 6 on North) are placed in general locations on sidelines. Look for these from parade start (Allen Ave) to Branch St and put them back in place along the yellow lines. Signs placed from Branch St to the end of the festival on North Main should already be in place as that area is undisturbed by the parade.
18. **Carriage Barricades:** When the parade passes South Street, grab the wooden barricades/saw horses and put them out into the street in an arch. This area should be roughly spray painted out for you to follow along. It loops from South Street, to the driveway on the opposite side of that house (pagliuso building) that is the Carriage Route. It touches the yellow line. Put up barricades & police tape/rope to keep people from walking into the horses paths. Do not be concerned about the horse & carriage making it back, he comes from the end of the path through a back way.

#### **Parade Banner Holders:**

**1: (4) Lead the Parade (behind the Police, in front of the costumed performers)**  
Walk in the parade, 2 people holding a Dickens Festival brought to you by Main St Banner, two more holding the banner of our premier sponsor. Walk from Harriets to the Gazebo for the tree lighting. There will be a spot for banners to be hung/displayed, hang banners there & you're done. Make sure they're not sagging, backwards, or hanging on the ground.

**Costume Contest:** Help to organize & judge the costume contest. (Held at Father Christmas Stage)

## **End of Night: Breakdown**

#### **Santa's driver:**

Someone in a vehicle or golf cart meets Santa (and possibly Mrs. Claus) at the Gazebo at 9pm sharp to drive him back to his vehicle at Harriets Oil. (Abbie usually does this)

#### **Stage Breakdown:**

Volunteer Businesses who decorated initial stages retrieve their items. 9pm start. Stages are broken down & removed by the Twp as they are twp property.

#### **Clear stages/stage areas of Stanchions/Lighting/Banners.**

Stages should be clear of gold/red stanchions, lighting, banners, any banner stands. These items belong to Main Street Merchants. Decorations typically belong to the business that adopted that specific stage. (Fezziwigs: Girlfriends, Father Christmas:

**Tiny Tim Stage Break Downs: (3 People?)** Collect the following items, return to the Gazebo - if possible put directly onto the trailer there!

Collect at Each Stage:

1. 4 Gold Stanchions

2. 2 velvet ropes
3. Backdrop (fabric Main St Logo - folded)
4. Black backdrop stands, collapsed & repackaged in carry bag.
5. 2 (minimum) LED lights.
6. Weight bags on banner stands.
7. There should be a storage bin at each tiny tim stage that will fit everything but the stanchions inside.

**Stage Locations:**

- Tiny Tim Stage A: 22N Main St
- Tiny Tim Stage B: 44N Main St
- Tiny Tim Stage C: 54S Main St

**Sign Collection:**

**Itinerary/Sponsor Large Metal Signs:**

There are approx 13 large silver metal stands. These get placed (6 on S Main, 6 on S Main one at the Main / Union Intersection) signs placed in middle of the road on the yellow lines.

Collect these signs, they're bulky you can probably only carry 1-2 at a time. Return to area behind the gazebo, J.S. Braddocks "barn" (red covered area, no sides)

**Sponsor Signs: yard signs**

Certain sponsors get a specific sign/holder thanking them for being a sponsor of the event. These signs should be searched out from end to end & Return to area behind the gazebo, J.S. Braddocks "barn" (red covered area, no sides)

**Santa's Gazebo Breakdown:**

The chair Santa sits in gets returned to Cranberry Hall's side room (upstairs, not basement) Any leftover Candy Canes can go to Lower Forge Brewery, Small side table (usually borrowed from Medford Arts Center) returned to them. Rug, if used (weather depending), Return to area behind the gazebo, J.S. Braddocks "barn" (red covered area, no sides). Tree & Decor stay up through Christmas.

**General Trash Clean Up:**

If a specific vendor left trash, take note of the vendor & alert Abbie/Alex/Lesha of the vendor # (spray painted on the ground) please snap a photo. We do not allow vendors who leave a headache behind! If there is trash, boxes, etc left on/in the street, do your best to consolidate trash cans. \*Scouts usually help cleanup at the end!\*

**Horse & Carriage Clean Up:**

Wooden Saw Horses in the street are stacked on the sidewalk near South Street (don't block homes!) Twp will pickup the saw horses. We just need to make sure they're not in the road. Put laser lights & extension cords into big Rubbermaid tub, tub stowed nearby. (Eric usually handles this part)

**Santa's Stanchions:** the Stanchions used in the Santa line, bundle them together & Return to area behind the gazebo, J.S. Braddocks "barn" (red covered area, no sides)

**Night of or Sunday following: Return of Items to the Storage Unit:** Merchants/Merchant reps. Once items are collected at Gazebo - load these items up into vehicles, and run them to the Main St storage unit in Medford Mini Storage. Keys will be assigned to merchant volunteers for access.

**Inflatables:** We have a number of inflatables setup on public corners/roadways. Deflate, collect, bring to JS Braddock to transport to Medford Mini

**Be sure that Cranberry Hall is locked.** Typically the twp does this, but I always make sure!

**Supply Count:**

Count: 48 stanchions / 24 ropes

Item	Locations	Day of Dickens Location	Location Dickens:
Stanchions (58 gold posts) 29 red ropes (estimated)	Medford Mini Storage unit 124	Near Gazebo - under the JS Braddock Red Barn "Garage" in the parking lot	Medford Mini Storage unit 124
Extension Cords?	Medford Mini Storage	Near Gazebo - under the JS Braddock Red Barn "Garage" in the parking lot	Medford Mini Storage unit 124
Gazebo decorations	Medford Mini Storage	Near Gazebo - under the JS Braddock Red Barn "Garage" in the parking lot	Medford Mini Storage unit 124
Blow Up Decor	Medford Mini Storage	Near Gazebo - under the JS Braddock Red Barn "Garage" in the parking lot	Medford Mini Storage unit 124
Lights:	Medford Mini Storage	Near Gazebo - under the JS Braddock Red Barn "Garage" in the parking lot	Medford Mini Storage unit 124
Tiny Tim Stage stuff:	Medford Mini Storage	Near Gazebo - under the JS Braddock Red Barn "Garage" in the parking lot	Medford Mini Storage unit 124