Christmas Tree Decorating Process & Guidelines

Thank you so very much for your interest in bringing joy to our patients, visitors and staff during this Christmas season. Your Christmas tree will help make our children’s hospital a warm, fun and appealing environment for all. Please review all guidelines and processes below. It is important that we recognize the safety of our patients, personnel, and the general public as well as make this an easy process for YOU. Here’s how the tree sponsorship works:

1. **Donate $1000 to Our Lady of the Lake Children’s Hospital.**

2. **Pick the theme for your tree, but remember:**
   - All themes should be kid-friendly, fun, easy to understand, colorful, safe and appropriate for all ages.
   - Our Foundation team will be happy to help you with theme ideas if you need guidance, please call (225) 765-5951.

3. **Call (225) 765-5951 or send an email to donations@ololchildrens.org with your company name and theme idea for approval.**

4. **Allow 24 hours for the Holiday Decorations Committee of Our Lady of the Lake Children’s Hospital leadership to view and approve theme.** *(If your theme is already chosen you must choose a different theme.)*

5. **Once approved, begin designing your tree and collecting all items needed. Please note:**
   - You are responsible for tree, all decoration items, lights, stand and skirt.
   - Only artificial trees are allowed. Natural trees (live or cut), roping, wreaths, and similar items made from natural materials are prohibited.
   - Tree height minimum is 4’ tall and tree height maximum is 10’ tall.
   - Electric lights on strands are allowed. We will provide a commercial grade extension cord for your tree if you choose to include lights.
   - Lighted natural candles, open flames, or spark-producing devices of any type are strictly prohibited.
   - Artificial trees must be in a floor stand and stable. No additional support of external fixtures, wires, or stays will be allowed.
• Please ensure that decorations do not pose a trip hazard or otherwise provide an obstruction to walking or sitting. This includes ensuring that decorative items placed on or within artificial trees are securely fastened to avoid becoming a hazard through falling or breaking.

• Decorations should not be secured with hooks that could be a choking hazard.

• Decorations must be tasteful, appropriate and in good quality. Logos are prohibited.

• Decorations shall not be suspended from the ceiling, ceiling tiles or ceiling fixtures (including sprinkler heads or smoke detectors), as they constitute a fire hazard.

• Decorations cannot be edible. No food allowed.

• Stuffed animal decorations are prohibited due to infection control and spread of germs.

• Ornaments and decorations should be shatter proof. Please do not use glass, ceramic, etc. Decorations should also not be sharp, and they cannot include latex.

6. Call (225) 765-5951 or send an email to donations@ololchildrens.org to schedule your tree install and take down, day and time.

Trees should be installed by November 29, 2019 and removed by January 8, 2020. Trees will be placed on the ground floor of the children’s hospital. Designated placement is based on a first come, first served basis. We look forward to hearing from you!

The design of our new Our Lady of the Lake Children’s Hospital and Medical Office Building was very deliberate. After years of planning, we are now able to show the public a higher standard of care and physical environment for children and families. In order to keep Our Lady of the Lake Children’s Hospital and Medical Office Building as beautiful as it was the day we opened, we are asking you to follow the guidelines above while planning your tree decor. Our Lady of the Lake Foundation reserves the right to deny any décor that is not within these guidelines.