DOWNTOWN NEIGHBORHOOD ASSOCIATION
2014 HOLIDAY DECORATING STANDARDS

Each year, the Downtown Neighborhood Association, with support from the City of Savannah, decorates the historic squares and Forsyth Park. The purchase of the decorating materials is supported by the City of Savannah, Visit Savannah and Oglethorpe Tours, Old Savannah Tours and Old Town Trolley Tours.

1. Ward Captains
   The Downtown Neighborhood Association (DNA) is responsible for identifying a ward captain for each square. Each ward captain coordinates the decoration of the square located in his/her ward, including the preparation of a decoration plan and issuing invitations to ward residents to decorate the square on the first Saturday in December. Materials are removed by the residents no later than the first weekend in January.

   For the 2014 holiday season, all decorations must be installed and removed by DNA.

   - Installation: By Saturday, December 6, 2014
   - Removal: By Saturday, January 3, 2014

2. Decorating Materials
   Each ward captain will have a credit from Carlstadt’s in the amount of $250.00 located on 515 Barnard Street to purchase decorating materials.

   According to Carlstadt’s, the decorations should be arriving the week of Thanksgiving. The City will alert members once items arrive.

   Cedar-Douglas garland is type of garland that will be used (approximately $86.25/75 foot coil). Pine garland is no longer acceptable.

   Please note, you will be receiving three coils of garland, four rolls of red ribbon and coated wire. Any additional materials needed from Carlstadt’s will be the responsibility of the wards.

   To create an effective, coordinated holiday theme throughout the squares while inspiring the creativity of the residents, decorating material may be fashioned into wreaths, draped garland or bundles of greenery tied with a bow. Greenery may be placed on light poles or other appropriate objects located in the square.

   Each ward captain is responsible for coordinating the tools, additional decorations, free-standing step ladders and labor to decorate the square.

3. Decorating Standards
   The following standards have been developed to provide the ward captains and volunteers with a framework for the squares being decorated by the Downtown Neighborhood Association.
   a) Do not use nails or screws to attach decorations.
   b) Clean up scraps and debris after decorating is complete.
   c) The use of Christmas trees is prohibited in the squares.
   d) Decorating historical monuments, markers or fountains is not allowed. No objects may be placed on or attached to bronze or any other precious metal, marble, granite or any other stone.
e) Respect should be given to the trees, light poles and other objects in the square when placing decorations. If there is a possibility of damage to an object, an alternative decoration scheme should be pursued.

f) No materials or objects may be attached to or suspended from tree branches.

g) Signage is not permitted in the squares according to section 6-1254 of City Code.

h) Uncoated wire will be provided for making bows and other decorations. Fabric coated wire will be provided for attaching decorative material to poles, lampposts, etc. Tape and adhesive material should not be used.

i) Miniature lights in the squares are not permitted due to liability issues.

j) Garland should be live and freshly cut. No artificial or metallic garland is permitted.

k) Utilitarian objects such as trash cans, mail boxes, fire hydrants, pet waste receptacles etc. should not be decorated.

l) Decorations may be attached to wrought iron or cast iron fencing; however careful considerations should be made to ensure that decorations add to and do not detract from the inherent beauty of the iron work.

m) Decorations may be attached to the bench support brackets but not to the seats or backs of the benches.

n) Decorations may be attached to informative sign poles but must not obstruct the actual signs. No decorations may be attached to regulatory signs or sign poles.

o) Do not place decorations on or near electrical outlets, fixtures, meters, conduits or control boxes.

p) Do not enter fountain basins for any reason.

q) Any ladders used must be free-standing step ladders positioned on a stable surface. No extension ladders may be leaned against trees, poles, monuments or other structures.

4. **Installation and Removal**

Please note, the City’s Citizen Office coordinates the decorating efforts in Oglethorpe, Wright, Reynolds, Ellis and Johnson Squares. These are commercial squares and have different standards supporting the commercial district.

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