

# CHRISTMAS VILLAGE COTTAGE DECORATING GUIDELINES

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1. REMEMBER! Christmas Village is for the CHILDREN! Keep it cheerful and lively!
2. All cottages must be decorated by the Tuesday before Thanksgiving.
3. Business Advertising – All decorators and sponsors are listed on a plaque on the outside of the cottage. No business signs are allowed on the outside of your cottage. You may have one sponsor sign on the inside no larger than 18x24". Do not use product specific decorations (ornaments with logo's or business name, etc.) We want to recognize the generous sponsors of Christmas Village, but the Village is not a marketing platform. The committee can grant approval for signs or other marketing, so please submit your request for approval.
4. Movement adds to the magic!
  - a. Use animated characters, motion lights: to add motion to the interior display.
  - b. Tree Rotator, Record player, Ornament turners – leave switch to “on” during display
  - c. Oscillating fan – Great for movement of hanging icicles, snowflakes, stars - hide fan behind a box, tree, etc.
  - d. Motion Lights – blinking or chasing lights add motion and interest
  - e. Fiber Optic Figures – some even have motion
  - f. Light Projector – Use one that rotates
  - g. Flame tip lights – Use as candles or on trees
  - h. Disco Ball or other motion lamp, rotating lampshade, etc.
  - i. Look of Fire – lightweight material, fan, light, Halloween pot, Olympic cauldron
  - j. Train – commercial grade – Modern Display
5. Diversity and culture is strongly encouraged and adds an element of inclusivity!  
*Diversity is more than what we see in skin tone and hair color, but can be explored through clothing, environment, ability, position/task, and countless other ways. Use your theme however your sponsorship likes, but be sure to include a more diverse representation. Store-bought elves/characters can be redesigned to fit your theme. Please also consider the following:*
  - a. Cottages with rich diversity stands out to the guests of Christmas Village.
  - b. Cottages may include generic or heavily traditional Christmas elves, but are encouraged to couple them with non-traditional Holiday characters and decor.
  - c. Avoid caricatures or stereotypes of cultures: Think of each Christmas Village character as having their own personality.
  - d. There are resources to help design, decorate, install, or build new characters. Reach out for inspiration or help!
  - e. Ogden City Arts, Culture, and Events can offer a small stipend to ensure that diversity is prominent! These stipends are on a first come first served basis, and will be offered to those with strong designs in diversity and inclusivity.
  - f. For more information, contact Derek Williamson: [Derekw@ogdencity.com](mailto:Derekw@ogdencity.com) (801) 629 8307
6. Do not use extremely valuable or non-replaceable items in the displays. Security is provided when the park is open, but not when it is closed.
7. Buildings must be lit both inside and outside – Decorators are responsible for the replacement of these lights when they go out or are vandalized. No lighting that draws a high number of electrical watts; we encourage the use of LED lights.
8. When choosing a name and theme, be unique. We don't want several of the same cottages. Make sure the cottage name is related to Christmas
9. The inside of the building must coincide with the theme. For example, Santa's Toy Shop would be filled with toys, work area, and elves.
10. When choosing decorations, find items that can withstand freezing temperatures. Items need to turn on automatically each day when the lights are turned on.
11. We will provide the first plaque for your cottage; you are responsible for any costs associated with changing information on the plaque.
12. No items are allowed to be installed on the ground outside the cottage. All items on the exterior must be attached to the cottage.

The Christmas Village Committee and Ogden City Corporation reserve the right to remove or change decorations in your cottage if they do not meet these guidelines.

Failure to meet these guidelines may result in your termination to decorate a cottage for Christmas Village.

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