



April, 2019

Dear Garden Club President,

It's only April, but the Theodore Roosevelt Inaugural National Historic Site is already planning for Victorian Christmas! Everyone at the Site looks forward to partnering with the Eighth District's membership on another successful fundraiser. We thank you for your past contributions and invite your club to participate again this year.

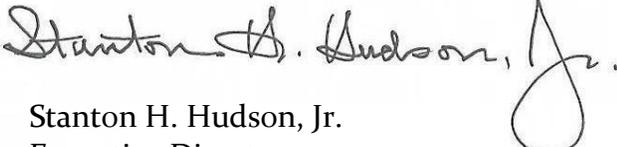
Eighth District Chairwomen Judy Cavagnaro and Adrienne Pasquariello have met with us and suggested the theme of "*Star Light Star Bright*" for the decorations. We're excited about the new possibilities that this theme provides. I hope you will sign up soon to select a room/area to decorate.

We look forward to seeing you during Decorating Days (Monday, December 2nd and Tuesday, December 3rd). Please remind your members that they will receive a 10% discount in the Museum Shop on the day they decorate and that we will also be serving complimentary beverages and a light lunch those two days.

This year's Victorian Christmas will feature the ever popular luncheons, dinners, fashion shows, and boutiques. Because many of the programs sell out quickly, I encourage you to plan ahead and reserve early if you are interested in attending.

Thank you for sharing this information with your members. Your continued support of the Theodore Roosevelt Inaugural Site is greatly appreciated. With your partnership, Victorian Christmas will continue to be the single most successful fundraiser for the Site and provide a memorable holiday experience for thousands of visitors this December.

Sincerely,


Stanton H. Hudson, Jr.
Executive Director

**8th District Federated Garden Clubs of N.Y.S.
Guidelines for Victorian Christmas 2019**

THEME: Star Light Star Bright

- 1) *Open to all members of the 8th District Federated Garden Clubs of New York State, Inc.*
- 2) *Advance reservations are required for all exhibits/designs. These should be made by completing the online reservation form (<http://tiny.cc/mixl4y>) by June 1, 2019. E-mail confirmations will follow.*
- 3) *Exhibitors are strongly encouraged to preview their rooms/areas and consult with TR Site Curator Lenora Henson in advance. Lenora will schedule a special "Saturday preview day" sometime in the fall.*
- 4) *Exhibitors are asked to schedule a day/time for decorating. Please call Lenora at 884-0095 to make an appointment; she can also be reached via e-mail at: LHenson@trsitem.org*
- 5) *Exhibitors should keep in mind that all designs/exhibits are on display for the entire month of December. Therefore, where possible, please use containers that will hold water to maximize the longevity of the decorations, or designate member(s) to stop by the TR Site and water/refresh arrangements as needed.*
- 6) *Use of plant material on the New York State Conservation List is prohibited. Ferns not native to New York State may be used, but native N.Y. State ferns or fern parts are not allowed.*
- 7) *Ground pine is NOT PERMITTED.*
- 8) *Electric lights (beyond those provided by the TR Site) are not allowed. Realistic-looking battery-operated candles are permitted; we recommend the kinds that come with a timer. The TR Site will have a limited number of battery-operated candles (tapers & pillars) available on a first-come-first-serve basis.*
- 9) *Due to the risk posed by mice and/or insects, real food (including fruit, candy, cookies, nuts, etc.) cannot be used. Realistic-looking artificial food may be included.*
- 10) *Exhibits/designs should be in keeping with Christmas customs of the Victorian Era. Victorians used floral materials from the garden and fields—such as berries*, cones, mistletoe, holly and ivy—as well as pressed leaves and ferns (sometimes these were gilded or crystallized). Silks, velvets, ribbons, laces and accessories are permitted. Note that poinsettias found a place in Buffalonians' decorations by 1897.*
- 11) *For a coordinated appearance throughout the Site, designs/exhibits should be created using fresh greens with white, silver, and midnight blue accents.*
- 12) *Designs/exhibits should contain fresh or dried plant material. All greens must be fresh. Dried plant materials may be treated (painted, sprayed, glycernized).*
- 13) *Installation of designs/exhibits will take place between 9:30 AM - 4:30 PM on Monday, December 2nd and Tuesday, December 3rd. Late entries may be placed, but will not be included in the printed program.*
- 14) *Designs/exhibits must be dismantled & removed no later than Friday, January 3rd, 2020 (details to follow).*
- 15) *In the fall, Lenora will provide each club with decorating guidelines specific to the area they choose. Note that adhesive materials and bare wires cannot be used to attach decorations; no nails are to be used except where provided. PLEASE contact Lenora if you have questions or need additional guidance.*

*With these guidelines in mind, good luck and thank you one & all!
Judy Cavagnaro & Adrienne Pasquariello
District 8 / Theodore Roosevelt Site Co-chairs 2019*

**High-quality, realistic-looking artificial berries may be used.*

**Victorian Christmas at the
Theodore Roosevelt Inaugural National Historic Site**
Decorations by the 8th District Federation of Garden Clubs

LOCATION

DECORATIONS

EXTERIOR

**Rear Visitor Center
Windows**

Two wreaths for back windows, facing Franklin Street
(15"-18" diameter)

FIRST FLOOR

Visitor Center Entry

One window decoration – *interior window, next to tree – club choice*
One simple wreath (12"-15" diameter) – *infill landing*
Four door wreaths (12"-15" diameter) – *interior/rear doors*
Pedestal tree/arrangement (pedestal top measures 32½" x 39")
Large floor tree (approx. 8½' tall; pre-lit w/ white lights)

North Hall

Assorted decorations for tall secretary (furniture item) – *club choice*
Two door decorations
One area of roping in hallway – *see Lenora for details*

Front Hall

Roping for stair railing – *consider adding ribbon/tulle accents*
Arrangement for pier mirror base
Chandelier
Front double door (inside) – *doors must open & close!*

Morning Room

Modest arrangement for center table
Floor tree (approx. 6½' tall; pre-lit w/ white lights) – *southeast corner*
Fireplace mantel – *both sides of portrait*
Window seat
Table top arrangement – *octagonal table*
Door wreath

Restored Dining Room

Dinner table – *epergne for center arrangement to be provided*
Chandelier – *discuss with Lenora in advance*
Fireplace mantel – *both sides of portrait*
Buffet/sideboard
Small breakfast table
Window treatment
Doorway swag – *from side hall*

SECOND FLOOR

Doorway to 2nd Floor

Center door with sidelights – *both sides*
One simple wreath (18” -20” diameter) – *stair landing*

Exploration Room

Including:
Fireplace mantel
Window seat
Assorted decorations for tall secretary (furniture item) – *club choice*
Table-top arrangement(s)

Rotating Exhibit Room

Fireplace mantel
Two windows

Gallery Piano/ Tree

Arrangement for top of piano – *note that the piano gets moved around during Victorian Christmas events*
Decorations for one large Christmas tree (approx. 12 ft tall; pre-lit with white lights) – *due to height, Site staff is happy to assist with decorating*

Gallery Windows

Four swag-type decorations using greens – *see Lenora w/ questions*
Large window wreath (36” diam.) – *center windows on east wall*

Gallery Tables

**These arrangements
ONLY can be
brought in on Friday,
December 6th, 2019.**

Ten (10) centerpiece arrangements, with water-absorbent floral foam (aka, Oasis®).

Tables include:

- Five (5) rectangular tables, 8’ long
- Five (5) round tables, 60” diameter

Note that garden clubs are responsible for providing containers for these arrangements.

Be sure to talk to Lenora for more details!