



April, 2024

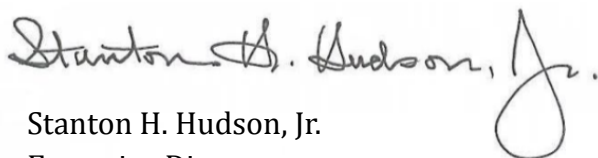
Dear Garden Club President,

It's only April, but the Theodore Roosevelt Inaugural National Historic Site (TR Site) is already thinking about our Home for the Holidays decorations! Everyone at the TR 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 "*Memories of Christmas Past*" to commemorate 50 years of Christmas decorations at the TR Site. We're excited about the new possibilities that this theme provides. I hope your club will sign up as soon as possible and select a room/area to decorate.

Thank you for sharing this information with your members. Your continued support of the Theodore Roosevelt Inaugural Site is greatly appreciated. With your partnership, this will continue to be an incredibly important fundraiser for the Site, while providing a memorable holiday experience for our many visitors this December.

Sincerely,

A handwritten signature in black ink that reads "Stanton H. Hudson, Jr." The signature is fluid and cursive, with a large, stylized initial 'S' and 'H'.

Stanton H. Hudson, Jr.
Executive Director



Home for the Holidays at the Theodore Roosevelt Inaugural Site

Decorations by the 8th District Federation of Garden Clubs

NEW for 2024!

- ❖ This year's events will mark the 50th anniversary of Victorian Christmas at the TR Site. To celebrate, we would like each club to choose a decoration that they have used in the past and incorporate it in their room or area decorations (if feasible). We would appreciate it if the club would write up a short explanation of the decoration and why they chose it to include in our "Home for the Holidays" decoration tours.
- ❖ Introducing our new family-friendly scavenger hunt! We would like to include a special TR-themed wood ornament (see photos at <http://tinyurl.com/mw7yjsb6>) in each one of the interior space decorations. Clubs may either pick up the ornament in advance, place it in their decorations on decorating day, or Amy can integrate it into your design afterwards.
- ❖ Photos of spaces are available at: <http://tinyurl.com/msnaycxm> However, clubs are still encouraged to make an appointment with Amy to view the spaces in-person so they can measure and ask questions about the decorating guidelines for their specific area.
- ❖ To facilitate decorating, we are asking that the following rooms/areas be decorated on the following days:
 - Monday, December 2 - Morning Room, Restored Dining Room, North Hall, Front Hall & Stairway
 - Tuesday, December 3 - Visitor's Center Interior, Exploration Room, Rotating Exhibit Area, Gallery Tree & Piano, Gallery Windows, Doorway to the 2nd Floor
 - Wednesday, December 4 (morning) - Optional day - For rescheduling due to weather or unplanned scheduling conflicts

LOCATION

DECORATIONS

EXTERIOR

Delaware Avenue Porch (Area)

Two front door wreaths (15"-18" diameter)
 *The club may also choose to include:

- o Four window wreaths (24"+ diameter)
- o Roping for stair railings and newel posts

Visitor's Center Exterior Windows (Area)

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

FIRST FLOOR

Visitor's Center Interior (Area)

Four door wreaths (12"-15" diameter) – interior/rear doors
 39" x 32.5" pedestal area
 One window decoration – interior window, near pedestal – club choice
 Optional One simple wreath (12"-15" diameter) – stairway landing
NEW for 2024! Large floor tree (approx. 8½' tall; pre-lit w/ white lights)

North Hall (Room)	Assorted decorations for tall secretary (furniture item) – <i>club choice</i> Two door decorations One area of roping in hallway's doorway – <i>ask Amy for details</i>
Front Hall & Stairway (Room)	Roping for stair railing – <i>consider adding ribbon/tulle accents</i> Arrangement for pier mirror base Chandelier Front double door (inside) – <i>doors must open & close!</i>
Morning Room (Room)	Modest arrangement for center table Floor tree (approx. 5½' tall; pre-lit w/ white lights) – <i>southeast corner</i> Fireplace mantel – <i>both sides of portrait</i> Window seat Table top arrangement – <i>octagonal table</i> Door wreath
Restored Dining Room (Room)	Dinner table – <i>epergne for center arrangement to be provided</i> Chandelier – <i>discuss with Amy in advance</i> Fireplace mantel – <i>both sides of portrait</i> Buffet/sideboard Small breakfast table Window treatment Doorway swag – <i>from side hall</i>
<u>SECOND FLOOR</u>	
Doorway to 2nd Floor (Area)	Center door with sidelights – <i>both sides</i> One simple wreath (18" -20" diameter) – <i>stair landing</i>
Exploration Room (Area)	Fireplace mantel Window seat Assorted decorations for tall secretary (furniture item) – <i>club choice</i> Table-top arrangement(s)
Rotating Exhibit Area (Area)	Fireplace mantel Two windows
Gallery Tree/Piano (Area)	Arrangement for top of piano Decorations for one large Christmas tree (approx. 8½' ft tall; pre-lit with white lights) Note new size for 2024!
Gallery Windows (Area)	Four swag-type decorations using greens – <i>see Amy w/ questions</i> Large window wreath (36" diam.) – <i>center windows on east wall</i>



Guidelines for Home for the Holidays 2024

THEME: Memories of Christmas Past

Colors: Red & green plaid with gold accents

- 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 (<https://forms.gle/czKQgQkEFXL6sUEq7>) by June 1, 2024. E-mail confirmations will follow.
- 3) Exhibitors are strongly encouraged to preview their rooms/areas and consult with the TR Site's Collections Manager, Amy Sanderson, in advance. Amy may schedule a special "Saturday preview day" sometime in the fall if there is enough interest.
- 4) Exhibitors are asked to plan on decorating the following areas on the following days:
 - ❖ Monday, December 2 - Morning Room, Restored Dining Room, North Hall, Front Hall
 - ❖ Tuesday, December 3 - Visitor's Center Interior, Exploration Room, Rotating Exhibit Area, Gallery Tree & Piano, Gallery Windows, Doorway to the 2nd FloorPlease contact Amy at 716-884-0095 or collections@trsite.org to confirm these dates
- 5) Installation of designs/exhibits will take place between 9:30 AM - 4:30 PM on Monday, December 2nd and Tuesday, December 3rd. Additional hours between 9:30 AM-1:00 PM on Wednesday, December 4th will be reserved in case of rescheduling due to weather or unforeseen scheduling conflicts.
- 6) 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.
- 7) 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.
- 8) Ground pine is NOT PERMITTED.
- 9) 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 also has a limited number of battery-operated candles (tapers, pillars & **NEW for 2024!** mini tapers for trees) available on a first-come-first-serve basis.
- 10) 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.

- 11) 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.
- 12) For a coordinated appearance throughout the Site, designs/exhibits should be created using fresh greens; this year’s colors are **red & green plaid with gold accents**.
- 13) Designs/exhibits should contain fresh or dried plant material. All greens must be fresh. Dried plant materials may be treated (painted, sprayed, glycernized).
- 14) Designs/exhibits must be dismantled & removed no later than Friday, January 3rd, 2025 (details to follow).
- 15) In the fall, Amy 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 Amy 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 2024

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