



April, 2023

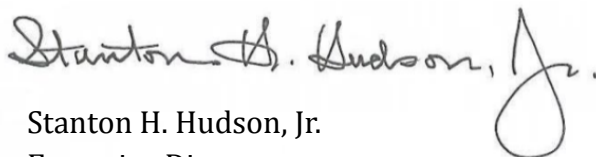
Dear Garden Club President,

It's only April, but the Theodore Roosevelt Inaugural National Historic Site (TR Site) is already thinking about 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 "*A Christmas Treasured*" for the decorations. 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, Victorian Christmas 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 cursive script that reads "Stanton H. Hudson, Jr." The signature is written in black ink and is positioned to the left of the printed name and title.

Stanton H. Hudson, Jr.
Executive Director

**8th District Federated Garden Clubs of N.Y.S.
Guidelines for Victorian Christmas 2023**

THEME: A Christmas Treasured

- 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/YFVEPeQeQ8KSWdYx8>) by June 1, 2023. 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 schedule a day/time for decorating. Please call Amy at 716-884-0095 to make an appointment; she can also be reached via e-mail at: collections@trsite.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 also has 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; this year's colors are **ruby, amethyst, & gold**.
- 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, November 27th and Tuesday, November 28th and between 9:30 AM-1:00 PM on Wednesday, November 29th. Late entries may be placed, but will not be included in the printed program.
- 14) Designs/exhibits must be dismantled & removed no later than Wednesday, January 3rd, 2024 (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 2023

*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
<u>EXTERIOR</u>	
Delaware Avenue Porch	Two front door wreaths (15"-18" diameter) *The club may also <u>choose</u> to include: <ul style="list-style-type: none"> o Four window wreaths (24"+ diameter) o Roping for stair railings and newel posts
Rear Visitor Center Windows	Two wreaths for back windows, facing Franklin Street (15"-18" diameter)
<u>FIRST FLOOR</u>	
Visitor Center	Four door wreaths (12"-15" diameter) – interior/rear doors One simple wreath (12"-15" diameter) – infill landing Large floor tree (approx. 8½' tall; pre-lit w/ white lights) One window decoration – interior window, next to tree – club choice
North Hall	Assorted decorations for tall secretary (furniture item) – club choice Two door decorations One area of roping in hallway – ask Amy 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 Amy 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

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 Amy w/ questions*
Large window wreath (36” diam.) – *center windows on east wall*