



HOLIDAY TREE LIGHTINGS

Best Practices

Holiday tree lighting events are festive occasions that bring communities together to celebrate the holiday season. These events often involve various logistics and considerations to ensure they are safe, enjoyable, and memorable for all participants. This guideline outlines best practices to help organizers plan and execute successful holiday tree lighting events.



Planning and Preparation

- Determine the goals and objectives of the event, such as fostering community spirit, promoting local businesses, or fundraising for a cause.
- Ensure a committee of volunteers to help plan and execute have been recruited.
- Develop a timeline that includes key milestones from initial planning to post-event activities. Event organizers need to submit a special event application at least 60 days prior to the event date. This timeframe ensures ample opportunity to apply for and obtain any required permits, and to finalize event details with City staff. But before submitting your application, reach out to events@greatersudbury.ca to get connected to a liaison, who can flag any initial concerns and provide direction.
- Develop a budget covering expenses for decorations, venue rental, event insurance, lighting, entertainment, refreshments, security, and any other necessary expenses.
- Work with a City liaison to obtain necessary permits for use of public space, closure of roads if needed, food permits if food is being served to the public, and compliance with fire safety and electrical safety regulations. Your City liaison will help you identify and obtain the necessary permits.

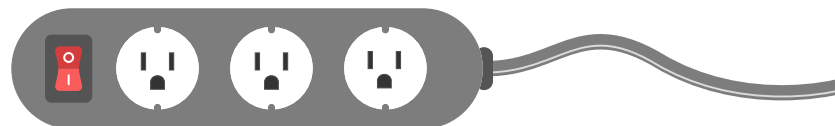
Event Logistics

- Work with City staff to choose a suitable location for the tree, considering accessibility, visibility, and space for attendees.
- Natural trees are recommended for their durability and environmental benefits. Whenever possible, we strongly suggest selecting a natural, existing tree. However, please keep in mind the proximity to a power source.

- Alternatively, artificial trees up to 14 feet tall that are specifically designed for outdoor use and are fire-resistant are acceptable. These trees should be easy to decorate without needing a mechanical lift or ladder. Additionally, they must have a sturdy base heavy enough to securely anchor the tree, or they should be anchored to a fixed structure.
- If you're considering a long-term solution, planting a tree might be the best option. When planning to plant a tree for future use, please consult with City staff to determine the ideal location and its proximity to a power source. Reach out to mycommunity@greatersudbury.ca to discuss your tree project idea. Be aware that fees may apply for planting, and the time of year will also be a factor. City staff reserve the right to decline the tree planting request.
- If you plan to use a mechanical lift to decorate a natural tree, please consult with City staff in advance to discuss the logistics and requirements for using this equipment on city property. Ladders are not permitted for use by volunteers on City property.
- Ensure decorations are festive and safe, avoiding materials that could pose a fire hazard.
- Use LED lights for energy efficiency and safety, ensuring that all electrical connections are secure, and that all electrical features are approved for outdoor use.
- Check that an electrical outlet is in close proximity to where the holiday tree will be positioned. Avoid running electrical cords through windows, doors, or across pathways. All extension cords must be in good condition, suitable for outdoor use and secured to the ground using tape or matting to avoid tripping hazards.
- For short-term use, generators may be approved, please consult with City staff for specific requirements and guidelines. Small, low-noise generators are preferred to minimize disruption for visitors. Generators should not be left outside unattended and regularly monitored to ensure they are functioning properly. They should not be placed near building entryways or air intake vents to prevent fumes from entering buildings.



For more resources, visit greatersudbury.ca/planaspecialevent



Safety and Security

- Plan for crowd control measures to ensure the safety of attendees. Utilize barricades to maintain a safe distance between the public and the tree.
- Develop and communicate an emergency plan, including evacuation procedures and contact information for emergency services.
- Hire security personnel as needed to monitor the event area and manage any potential issues.
- Have a designated first aid station with trained personnel and necessary supplies available.

Promotion and Communication

- Once your event is approved, you can promote it through social media, local newspapers, posters, community bulletin boards, and by partnering with local businesses.
- Create a detailed schedule of activities, including the tree lighting ceremony, entertainment, and any other planned events.
- Use clear signage to guide attendees to parking areas, restrooms, and designated event spaces.

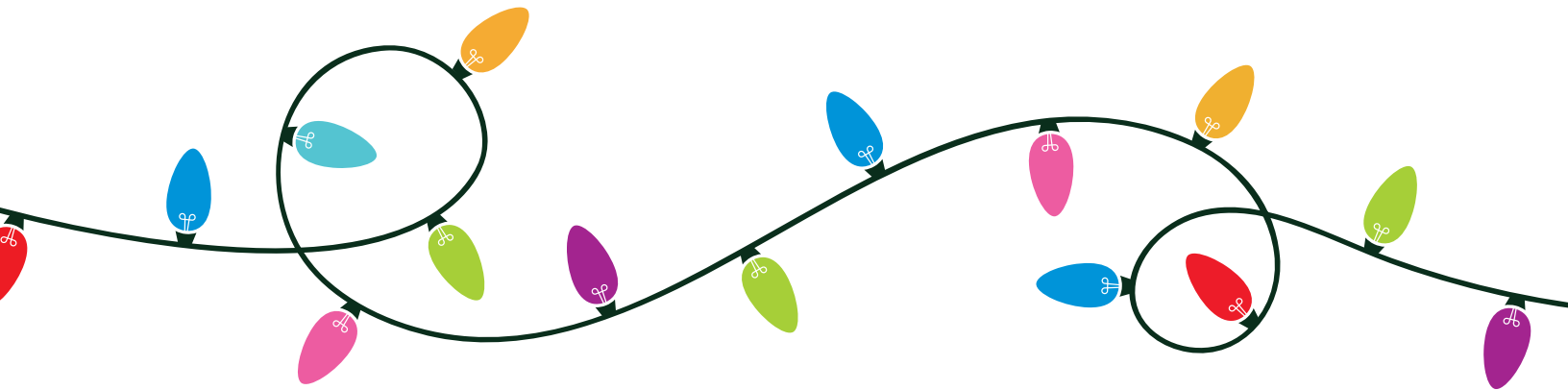
Sustainability

- Minimize environmental impact by using eco-friendly decorations and promoting recycling practices during and after the event. Request compost and recycling containers on the City website.

Post-Event

- Do a comprehensive cleanup of the event area immediately afterward, including proper disposal of waste and recycling materials. If City equipment was utilized, please dismantle and return to the storage area.
- Gather feedback from attendees, volunteers, and stakeholders to evaluate the event's success and identify areas for improvement.
- Communicate with your City liaison regarding the date for removing an artificial tree or the timeline for taking down decorations from a natural tree.
- Express gratitude to sponsors, volunteers, and participants through acknowledgments in person and on social media platforms.
- Periodically check the tree's stability and adjust as necessary, especially after severe weather conditions. Ensure that any ropes or wires used for anchoring remain secure and intact. It is the volunteer group's responsibility to maintain the tree after it has been erected and to make any necessary adjustments or repairs. The City does not take responsibility for any lost, damaged, or stolen property.

By following these best practices, organizers can create a safe, enjoyable, and memorable holiday tree lighting event that fosters community spirit and spreads holiday cheer. These guidelines can be adapted to suit the specific needs and circumstances for your community and event.



For more resources, visit
greatersudbury.ca/planaspecialevent