



Concord and San Leandro Offices

**Guidelines and Suggestions for Ornaments**

***Drop off ornaments at RCEB offices between Monday, 11/24 – Monday, 12/4 at noon***

**Materials:** Plastic, laminated cardstock, or other, heavier and waterproof materials work best. (Non-laminated paper will be destroyed by wind and/or rain). Ornaments should come with either string or wire loops for hanging. Reflective ornaments are especially effective outside as there is a lot of natural lighting. **Please do not use any glass or materials that could hurt someone if they fall off the tree.**

**Themes:** If you have a group of artists working together, themes can work well. If photographs of individuals served by either the developmental centers or regional centers are included on ornaments, please provide a signed release authorizing DDS to use the photos. Release: [www.dds.ca.gov/wp-content/uploads/2020/08/DS5651.pdf](http://www.dds.ca.gov/wp-content/uploads/2020/08/DS5651.pdf)

**Packaging:** If the ornaments are fragile, please pack them appropriately. Carefully package the ornament hangers so that they do not become tangled during shipment.

We will not be able to return ornaments

**Contents Form:** ***Please fill out the back of this form (page 2)*** and include it with your ornaments.

**Drop-Off locations:**

RCEB San Leandro  
Attn: Ornaments  
500 Davis Street  
Suite 100  
San Leandro

RCEB Concord  
Attn: Ornaments  
1320 Willow Pass Road  
Suite 300  
Concord

# **2023 RCEB State Capitol Tree Ornament Form**

(INCLUDE IN PACKAGE WITH ORNAMENTS)

**NAME OF INDIVIDUAL(s) or PROGRAM:**

**CONTACT PERSON/TITLE:**

**MAILING ADDRESS:**

**CITY, STATE, ZIP:**

**CONTACT TELEPHONE NUMBER:**

**CONTACT EMAIL:**