



**St. Charles Community College**  
**Light the Tree 2026 Tinsel Trail**

**Participant Guidelines**

- St. Charles Community College (SCC) will provide each Tinsel Trail paid participant with one artificial tree approximately 5 ½ - 6 feet tall.
- Each participant will be assigned a 5' x 5' space for their tree. Additional fees apply for designs exceeding this area.
- Assembly and Tear-Down of Tree: St. Charles Community College responsibility.
- Last day to reserve a Tree is (Friday), November 13, 2026.
- Tree Set-up and Placement: Trees assembly and placement begins (Monday) November 16, 2026.
- Placement on Tinsel Trail will be in order of paid sponsorship.
- Decorating period: November 20, 10:00 a.m. – 8:00 p.m. Trees must be completely decorated by 9:00 p.m. on November 20.
- Tear-down period: December 14 – 16, 8:00 a.m. – 7:00 p.m. Decorations not removed by this date will be discarded by SCC.
- SCC will undecorate your tree for an additional fee of \$100.00.
- Electricity: Each tree receives one electrical connection. Participants must supply one outdoor-rated extension cord.
- Lighting: Outdoor-rated LED lights. Non-LED lights will be disconnected by SCC. Floodlights are not permitted. Additional lighting used may be solar powered.
- Weather Resistance: Decorations and lights need to withstand rain, wind, and potentially winter weather during the Tinsel Trail period.
- Decoration Attachment: Decorations should be firmly secured with wire, zip ties, pipe cleaners, or string. Loose ornament hooks are not recommended.
- Glue: Water-soluble glue is not recommended.
- Spray Painting: Spray Painting of trees or decorations is not permitted on campus grounds.
- Each SCC-issued tree will be provided one designated sign with company logo or custom message for the front of the tree. Other signs are permitted and must be placed on the tree.
- Maintenance: SCC staff will remove any decoration which poses a safety hazard.
- It is the responsibility of the sponsor to monitor tree decorations throughout the display period.
- Decorations should promote a positive, welcoming, and inclusive representation of the College and Community and be appropriate for viewing by the general public and individuals of all ages.