



Olmsted Manor Christmas Open House
Sundays December 4th & 11th, 2022
3:00 PM – 7:00 PM
Decorating Guidelines

- I. Assemble a team of two, three, or four from your church, ministry group or community organization.
- II. All teams or at least one representative from each team is invited to make an appointment if needed to visit the ***Manor House*** to go over logistics and for your team to have the opportunity to pick a room for decorating. Your team will have a chance to look over the room and brainstorm ideas. Rooms will be allotted on a first come first serve basis.
- III. **Contact Al Hammer (al@olmstedmanor.org or 814-845-6512 x 11) for appointment.**
- IV. Keep in mind that some of the rooms to be decorated will be guest rooms that will be occupied during the time period the decorations will be in place.
- V. It is our hope that each team will provide the decorations they plan to use. The Manor House has some items that can be used for decorating if needed. Information on existing decorations will be provided upon request.
- VI. All items that you bring with you should be individually labeled with your name. We recommend you do a picture inventory after your room is decorated.
- VII. Your team will have access to your room for decorating during the dates of **Monday, November 28 – Friday December 2, 2022**. **Please call Anne 814-945-6512** to let her know when you are coming to make sure that the room you are to decorate is available. Other days/times may be available by special appointment.
- VIII. Although the Open House is on 12/4 & 12/11, we hope that all decorations can be left in place throughout the Advent Season. If you can leave them through the season, please plan to remove them sometime after Tuesday 12/27/2022. Olmsted is willing to work out other times if this is not convenient for your team.
- IX. Do not bring any irreplaceable items (sentimental or valuable) as items may get damaged or broken even when using the utmost care. Olmsted Manor will not be held responsible for broken, lost or stolen decorations.
- X. Use only artificial greenery, artificial trees, and battery/electric candles/lights in your decorating scheme due to fire safety and fragrance sensitivities.

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- XI. During your appointment time please review electrical outlet placements in your assigned room as any decorations needing power should be placed accordingly. Extension cords are discouraged due to increased fire and tripping hazard conditions.
- XII. Olmsted will display acknowledgement of each group and its team members in the room they are assigned to decorate.
- XIII. Due to the anticipated continued restrictions of the coronavirus pandemic, Olmsted will be observing all CDC and Pennsylvania State Health Department protocols.
- XIV. Thank You for your willingness to support Olmsted Manor Retreat Center by helping to enhance the beauty of this place as we celebrate the birth of Jesus.
- XV. Areas to be Decorated. May choose one or more:

On the main level / first come first serve basis.

- 1) Living Room
- 2) Dining Room
- 3) Butler's Pantry
- 4) Kitchen
- 5) Hallway from kitchen to Entry Foyer (Finance Office Window, Telephone booth, etc.)
- 6) Entry Foyer + exterior doorway from circular drive through, including main foyer
- 7) Stairway up to second floor
- 8) Library/Executive Director's Office
- 9) Mudroom/Powderroom (under the stairs)

On the second level / first come first serve basis:

- 10) Hallway Family Wing
- 11) Room 106 (East Guest Room)
- 12) Room 107 (Master Bedroom suite)
- 13) Room 108 (Elizabeth's Room)
- 14) Room 109 (Robert's Room and Sleeping Porch)
- 15) Room 110 (West Guest Room)

If we have enough volunteers (only if all other areas are claimed):

- 16) Room 111 (Servant Quarter Room with queen bed)
- 17) Room 112 (Servant Quarter Room with two twin beds)
- 18) Room 114 (Servant Quarter Room with one twin bed / Trophy-Teddy Bear Room)
- 19) Servant Wing Hallway & Bathroom (need lots of lights, it is a dark hallway)
- 20) Bowling Alley (could use a tree at the top of the landing with some decorations)

- XVI. ***Invite your friends and family to come to the OPEN HOUSE to see your handiwork 12/4 or/and 12/11/2022 Have fun!!!!***