

All-Night Party 2012

Decorating Information

The Fire Department has requested that each section provide it with a listing of all materials to be used in that section. Use of wood materials (strapping, plywood, MDF, 2x4s etc.) and items sold as "flame retardant" is encouraged. All other materials will be match tested by the Fire Department. All porous items that are not sold as flame retardant must be treated. Non-porous items cannot be made flame retardant and therefore cannot be used. **Foam of any kind cannot be used! Spray paint cannot be used.** You must submit a sample of any treated item that you are using in large quantity. Items which were used in recent years have to be re-treated and re-tested. **PLEASE, TEST A SAMPLE YOURSELF BEFORE YOU BRING ONE TO THE FIRE DEPARTMENT.** This will save you time and aggravation. If an item fails the test, it must be re-tested before it will be okayed for use. All items to be treated must be brought to the Fire Department (Attn. Paul Sharpe) by **May 18. Anything not received by the Fire Department by that date cannot be used.** Please send 1"x10" samples to be tested.

The Fund-Raising Committee has requested that if you receive a donation of materials from a business, you let us know what you received and from whom, so that Fund-Raising will not re-solicit them, and so that they can be put on the list to be thanked.

We need a contact person (name, phone and email) and an alternate (who knows what has been ordered) for each group.

We will have specific ordering dates. Please try to order all your supplies at once. If you do not get your order in on time it will have to wait until the next scheduled date. We are doing this to cut down on shipping expenses. The order dates are: Feb. 25, March 18, April 1, April 15 and May 6 (only for items that do not need to be tested).

We will have Decorating Meetings on the following dates: January 18 and May 9. You **must** send a representative from your group to these meetings. We will have 4 Decorating Workshops (Dates TBA). These workshops are optional for decorators. We will be there if you need us for help, answers to questions, ordering etc.

Decorating Reminders

- Have treated decorations checked by the fire department **before you begin building!**
- Make sure you have crew members (who know where all decorations are and how the section should look) **who are able to stay during graduation to finish your section.**
- Have everything cut and constructed (as much as possible) ahead of time
- Bring all tools needed (label tools) **Make sure you have ladders, staple guns and staples and screwdrivers.**
- All fire safety signals (alarm boxes, lights, extinguishers, sprinklers must be accessible and visible)
- All doors with lighted exit signs must have an undecorated push bar and clear window and be unblocked
- Exit signs must be visible from both directions
- All non-emergency exit doors must be covered
- Make sure your section and the adjoining sections meet (no empty spaces)
- Make sure all walls are covered
- Your section includes both sides of the corridor
- All materials must be flame retardant; if they are not they must be treated. We have liquid that can be painted or sprayed on. Previously treated items must be retreated.
- Lights cannot be covered except by plastic film, the rest of the ceiling cannot be covered.
- Consider creative use of lighting and/or items hanging from the ceiling to make area appear smaller (they cannot block sprinkler heads or water path).
- Floor within 3 feet of each wall can be covered if there are decorations on top of the floor covering
- If you are using paper mache, please add a capful of Lysol to the liquid. This will prevent mildew if stored.
- **If you have any concerns about whether something is acceptable to the fire department have it checked out at the beginning of the decorating process!!!!**
- If you have any questions call or email us

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