

# Memorandum

THE WHITE HOUSE  
WASHINGTON

**To:** Holiday Ornament Artists  
**From:** January Riecke  
**Date:** 09/10/02  
**Re:** Ornament Mailing Procedures

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**Due to increased mail security at the White House, there are specific guidelines you must follow when mailing in your ornament for the White House Christmas tree this year. Please read and follow these guidelines:**

Mail your ornament no later than **October 1, 2002.**

Address your package to: **January Riecke  
Post Office Box 2660  
Landover Hills, Maryland  
20784-2660**

**Do not write the White House on any part of your package!**

Package your ornament carefully. Box size does not matter but please use sufficient amounts of packing materials in order to prevent damage during shipment.

You must include a completed copy of the attached information sheet with your ornament. This information will be used to identify your artwork and for the reception in December.

Do not send multiple ornaments. Only one ornament per artists can be accepted.

If you have any questions, please call January Riecke, at the White House, Mrs. Bush's office, 202-456-7064.

**\*Artist Info sheet- see page 2\***

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GUIDELINES FOR ARTISTS

Theme: *"All Creatures Great and Small"*

**Requirements for ornament construction:**

- A replica of any bird indigenous to the state you have been selected to represent
- Constructed of any medium which meets the weight/height restrictions
- Weight: 6-8 ounces
- Height: 6-10 inches
- To hang from branch, attach gold cord to top of ornament OR
- To sit on branch, attach supporting wire to bottom or feet
- Name of bird may be placed prominently on ornament
- Name of artist may be placed discreetly on ornament

**Requirements for participation:**

- Designs and ornaments may not be reproduced or replicated for sale or advertised as "designed for White House."
- Ornament will NOT be returned, as it becomes part of the White House permanent ornament collection.
- AFTER Mrs. Bush makes holiday theme announcement (first week of December), artists will be free to talk to the media about the project.
- Artists must ship their ornaments directly to the White House in accordance with the instructions which they will receive after their names are submitted to the White House by their Governor's office. The ornaments must be shipped no later than October 1<sup>st</sup>.

**Artists' Reception at White House:**

- Each artist will receive an invitation to attend a reception at the White House on December 4, 2002, and to bring one guest.

**Questions:** Please contact Ms. January Riecke at 202-456-7064 (phone) or 202-456-6771 (fax).