



TEXAS HOUSE OF REPRESENTATIVES *District Christmas Ornaments*

INSTRUCTIONS FOR ORNAMENT ARTISTS

Each year, House Members are invited to select a constituent, such as you, to imagine and create a visual representation of what makes your Texas House District special. Your artistic endeavor – in the form of an ornament – will decorate a majestic 23-foot, Texas-grown Christmas tree that will stand in the House Chamber of the Texas Capitol during the holiday season. Now in its ninth year, the district ornament project has proven to be a fun, educational, and much anticipated experience for the Capitol's thousands of holiday visitors who enjoy viewing the House Chamber photo album to see what makes communities throughout Texas unique.

Thank you for helping to make your Texas Capitol shine bright with both the spirit of the holiday season and the undeniable spirit of our magnificent state. We look forward to seeing how you choose to represent your district.

Before you begin, consider viewing the 2009-2016 ornament collections online at www.house.texas.gov/resources/holiday-ornaments/. There you will find examples of all previous artists' efforts.

Guidelines and Due Dates:

1. Please honor the Texas Capitol by decorating the ornament in a respectful manner.
2. Completed ornaments should be received **no later than Monday, November 6, 2017** to ensure that they are included in the House Chamber photo album and on the House website. We unfortunately cannot guarantee that ornaments received after this date will be included.
3. Due to the large statewide scope of this project, we ask that all "Ornament Information" forms be submitted electronically. Please visit www.house.texas.gov/resources/holiday-ornaments/ and complete this form **prior to mailing**. If you are unable to access the website to complete this form, please contact us to arrange an alternative submission process.
4. Please package your completed ornament very carefully. Sadly, each year a couple of ornaments do not survive the shipping process.
5. Please use the enclosed tag (and hanger) to label the completed ornament with your Representative's information (name and district number).
6. Weigh your box before shipping. Depending on the weight of the finished ornament and how it is packaged, you may need additional postage. The pre-paid postage, already affixed to the enclosed pre-printed return label, is enough for a box weighing 10 ounces.

Questions?

Contact Catherine Hite in the
Speaker's Office of Administration
Speaker.holiday@speaker.texas.gov
(512) 463-1000

Mailing Address for Completed Ornaments:

Texas House of Representatives
Attn: Catherine Hite/Office of the Speaker
P.O. Box 2910
Austin, Texas 78768-2910

(see reverse side)



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HELPFUL HINTS

Safety first! Glass ornaments are fragile and, if broken, could cut your fingers or hands. Avoid handling the ornament roughly or applying too much pressure to its surface.

Prepping & Finishing: Prepping the ornament with a coat of spray paint will increase the tensile strength and provide a better surface for painting.

Upon completion, consider adding a layer of varnish to help protect and preserve your artwork. If spray paint was used to decorate ornament, do not use a spray varnish, as the combination of the two will cause the underlying paint to constrict and wrinkle.

Ideas to help get you started:

Painting most of the surface or filling the inside is optimal.

- **If painting the surface**, consider using a water-based, latex spray paint for the background or to cover a large portion of the surface. This method will allow for minimal handling of the ornament and will provide additional tensile strength. Detail work can then be done on top of the spray paint.
- *For acrylic paint*, consider sealing the finished artwork with a clear coat to help protect and preserve artwork.
- *Add some sparkle* to your ornament by using glitter or metallic paint. Glitter glue is another good option.
- *Other suggested mediums:* Paint Markers or Delta's Air-Dry PermEnamel Paint (found at craft stores or online).
- *If adhering objects to surface*, avoid using hot glue as it will not provide a permanent bond. We've had best results with superglue or E-6000 Industrial Strength Adhesive (found at craft stores and online).
- **If filling the ornament**, remove the silver hanger attachment to gain access to the ornament's opening. Fill with only lightweight items as heavy contents could cause the hanger attachment to separate from the ornament when it is hung. Heavy contents are also likely to break the glass ornament during return shipping.
- *Want to add some sparkle* to the inside? Adhere glitter to the interior surface of the ornament by lightly coating with hairspray first. Allow to dry for a couple of minutes before adding glitter.
- *After decorating*, consider adding an adhesive agent to the hanger attachment. The best options are superglue or E-6000 Industrial Strength Adhesive (found at craft stores and online). This will further ensure that the ornament remains intact once it is on the tree.

Another Option:

- *Wire & Beads:* Use wire to wrap beads or other lightweight items around the ornament. A spray or tacky adhesive will help hold the wire in place.

Because it bears repeating, please package the finished ornament very carefully. Sadly, each year we experience a casualty related to the return packing and shipping process.