

**Illinois State University**  
**Homecoming 2019**  
**Campus Decorating**  
**Resource Guide**

**Overview**

**Theme: Come One Come All**

**Contest Date:** October 18, 2019

**Contest Begins:** Approximately 8:15 am

**Schedule:** Each area will be judged within a 10-minute time-frame.

**Deadline to Register:** Monday, October 14, 2019

**Contact:** Juliana Nelson, Alumni Engagement 438-2495

**Entries:** We accept 30 entries for the contest.

**Winners Announced:** At the Chili Cookoff, Tuesday, October 22, 2019

### **How can you participate in the decorating contest?**

You must submit an application to participate. Applications can be completed online and are available at <https://homecoming.illinoisstate.edu/events/campus-decorating/>

### **When should you decorate?**

Decorations must be complete for judging by 8 a.m. on Friday, October 18th. Contact will be made with entrants by Wednesday, October 3rd. regarding the schedule for judging.

### **Campus Decorating Categories:**

- Best newcomer to the contest
- Most original use of the Homecoming theme
- Most humorous
- Best use of Reggie
- Honorable Mention

### **What can your organization win?**

First, second, and third place prizes will be awarded *traveling trophies* and \$50 or \$25 respectively and \$15 for third place-- to two types of entries:

- Building/multi-office entries  
(More than one office combined)
- Single office/individual workspace entries.
- All participants, whether entering just for fun or competition, will be recognized on Homecoming.IllinoisState.edu.

### **Campus Decorating Planning/Requirements**

#### I. General

- All departments/groups must submit a completed application
- No hazardous materials, flammable materials or use of actual fire is permitted.
  - All materials must be flame retardant, fire resistant or non-combustible.
- Fire resistant/flame retardant materials can be purchased at Hobby Lobby. Rolls of Crepe paper is \$1.59 per roll at Hobby Lobby. ([Hobby Lobby Crepe paper online](#))
  - Additional items that can be used for decorating: (all flame retardant)

Vinyl Floral Sheeting  
Vinyl Fringe  
Vinyl Festoon  
Foam board Letters/Numbers/Shapes  
Metallic Floral Sheeting  
Metallic Fringe  
Metallic Festoon  
Metallic Glitter  
Mylar Film  
Deco-puffs  
Paper Mache  
Crepe Paper

- Natural vegetation such as live trees, wreaths and hay bales should not be used.
- Decorations can be hung from the ceiling by using tape on frames of the tiles. Please do not lift ceiling tiles to hang decorations.
- Decorations should not be attached to any obstruct cameras, fire extinguishers, fire alarms, light fixtures, near safety equipment or near any heat sources.
- Decorations should not be placed over office/room numbers
- Decorations should not obstruct any doorways, this includes the use of extension cords through doorway entrances. Extension cords must be placed away from walking areas to avoid tripping hazards.
- Please don't utilize any light sets that have frayed, worn, or in any other conditional that may potentially create a shock hazard. These lights cannot be hung near draperies, paper or combustible materials.
- Use of candles and open flames are prohibited.

Below are options of items that can be purchased and the current pricing for the pieces, provided to us by Health and Safety.

<b>Flammable</b>			<b>Flame-resistant</b>		
Product name	Location	Price	Product Name	Location	Price
<b>Streamers</b>					
150' streamer	Walmart	\$1.48	Party streamers	Hobby Lobby	\$1.59
<b>Tissue Paper</b>					
Assorted color tissue paper sheets, 10 sheets/pk	Walmart	\$27.30	tissue paper Assorted Color, Pack of 300	School Specialty	\$5.09
<b>Sheer Fabric:</b>					
Misty Sheer White Ribbon	Party City	\$4	Sheer fabric	Fabric whole sale	\$3.79/ yd
<b>Metallic Fringe/ sheeting:</b>					
Metallic fringe (1 pc.)	Oriental Trading	\$6.00	Metallic fringe 6 pc.	Bulk party supplies	\$30.59
Metallic Floral Sheeting-1 Yard	paradefloatsuppliesnow.com	\$15.99	3-Ply Flame-Resistant Metallic Fringe Drape (Red/Silver/Blue)	Partycheap.com	\$12.25
Metallic Floral Sheeting 15' x 3'	Party City	\$39.99	3-PLY FLAME RESISTANT METALLIC FRINGE DRAPE (6CT)	bulkpartysupplies.com	\$40.50
VINYL FLORAL SHEETING	shindigz.com	\$29.99			
<b>Pomps:</b>					
RED FLOAT TISSUE FRINGE	Stumpsparty.com	\$6.49	POMP TISSUE SQUARE PASTE	stumpsparty.com	\$4.99
<b>Other:</b>					
Indoor/Outdoor Pennant Banner, 10-Inch by 10-Foot	amazon	\$7.63	Gold Star Flame Resistant Luminaria Bags (Set of 12)	Home depot	\$9.95
Gossamer, 25 yds.	spiritline.com	\$24.99			
Extra Long Blue Plastic Tablecloth Roll	Oriental Trading	\$29.00	Parade Float Polyvinyl 12' x 100'	paradefloatsuppliesnow.com	\$82.99
<b>Other</b>					
Flame-Shield Aerosol Fire Retardant Spray	Walmart	\$17.93			

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