Facilities Planning
& Management
UNIVERSITY OF WISCONSIN–MADISON

Get Festive Decorating Rules/Guidelines

"*Get Festive*" can mean many things, it could mean building a snowman, fun holiday sweaters, enjoying your favorite winter sports and many people associate this time of year with religious holidays. When choosing your fun theme for display, remember to be thoughtful and respectful of others' beliefs and customs and assure it's an appropriate seasonal decoration.

- Start decorating 11/30/26, all decorations must be removed by 1/8/27
- Decorate your individual workspace or as a team for your collective workspace without inhibiting the function of the space
    - Bulletin or marker boards
    - Service counters
    - Tool carts
    - Breakrooms
    - Department conference room
    - Offices/cubicles
- Employees are to maintain an environment of professionalism and respect for others and their decorations.
- All 'get festive' activities are voluntary. Supervisors should not require their employee's participation
- Employees who choose not to participate in holiday activities should not be viewed or treated negatively.
- No items to be affixed to the ceiling, fire alarm devices, sprinklers, pipes, ducts, egress signage, etc.
- Keep all electrical cords out of traffic areas to avoid trip hazards, and not under rugs, or through doorways. The use of power strips and extension cords are discouraged.
- Decorative lights need to be plugged directly into an outlet and lights should not be plugged into each other.
- If taping items to painted or stained surfaces, use easy release tapes like masking/painters tape.
- Must maintain proper egress
    - From workspace
    - From Common areas & corridors
- Lights must be unplugged before leaving for the day
    - Rated for indoor use
- Trees
    - *No live trees – they are a potential fire hazard*
    - *Consider space accommodations and limiting height to approximately 4 feet or less*
- Open flame devices of any type are not permitted
- HAVE FUN!!!

If you have any questions around if your theme/idea is permissible contact, fpmhr@fpm.wisc.edu.

References

UW System Policy – Holiday Decorations in University of Wisconsin Buildings:
https://www.wisconsin.edu/risk-management/manual/decorations/
UW System General Counsel Holiday Displays:
https://www.wisconsin.edu/general-counsel/legal-topics/holiday-displays/

Decoration Examples







