Holiday Open House 2026

Handmade Holidays Creation Submission Form

Note: Please complete a separate form for each creation submission.

JOHNSTOWN HISTORICAL SOCIETY
JOHNSTOWN·COLORADO

STAFF USE ONLY CREATION ID#

CREATOR & CREATION INFORMATION

Creator's Name: _____ **Parent/Guardian's Name:** _____
(If the creator is under age 18, please list the information for a parent/guardian.)

Phone: _____ **Email:** _____

Title of Creation: _____

Type/Description of Creation: _____
(Example: An ornament for a Christmas tree featuring a cross-stitch angel.)

CREATION DISPLAY REQUIREMENTS

If your creation requires specific display materials, please include them with your submission and label them. Display arrangements are subject to available space and may require advance approval. Due to the historic nature of the home, items cannot be hung on the walls.

Does your creation need special display arrangements? Check one:

☐ No special requirements. It can be displayed on a table or shelf.

☐ Yes; I will provide a stand, frame, or other display materials, or would like to discuss display arrangements with JHS staff.

Describe any requirements below:

_____

_____

CREATION PARTS & HANDLING

If your creation contains multiple pieces or is fragile, please secure it safely in an appropriate container with a secure lid. Label the container with the creator's name, creation title, and total number of items inside.

Please check all that apply below and provide any additional details needed to ensure the safe return of all items.

☐ Multiple Pieces: _____ Total Number of Pieces

☐ Box/Container Provided: _____ Box/Container Description

☐ Fragile/Special Handling _____ Handling Instructions

☐ None

Additional Instructions or Details: _____

CREATION PERMISSIONS, RISKS & ACKNOWLEDGEMENT

By signing below, you acknowledge that you understand and agree to the following:

- **JHS will take reasonable care when handling and displaying submitted creations. However, accidental damage or loss may occur in a public setting, and the safety of submitted creations cannot be guaranteed. I understand and accept these potential risks.**
- **I confirm that I own this creation or am authorized to submit it and grant JHS permission to display it in the Handmade Holidays exhibit at the Historic Parish House and Museum.**

May JHS have your permission photograph your creation and share the photos on their website, social media, or in other promotional materials? ☐ Yes, you have my permission ☐ No, I do not give permission

Creator's Signature: _____ **Date:** _____

Parent/Guardian's Signature: _____
(If the creator is under age 18, a parent/guardian must also sign here.)

CREATION PICKUP

Creations will be displayed at our Holiday Open House on December 5. We hope to keep all creations on display throughout December. Scheduled pickup dates are January 5, 6, and 9, 2027, from 9 am–12 pm. Earlier pickup or an alternative time may be arranged with JHS staff if needed.

☐ I can pick up my creation on one of the days and times listed above. ☐ I need to arrange an alternative pickup time.

Please provide a secret word that JHS can use to verify your identity when you pick up your creation. _____

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Handmade Holidays Creation Exhibit Label

Note: Please complete a separate label for each creation submission.

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EXHIBIT LABEL INSTRUCTIONS

Please follow the instructions below to complete your exhibit label mock-up. This is not the actual label that will be displayed beside your creation, but it is the same size as the finished label. We will use your completed mock-up to create the final exhibit label.

- **Title of Creation** and **Created By** are **required**. All other sections are optional.
- Please **print clearly**.
- For **Created By,** use the name you'd like displayed publicly. If preferred, use a first name only or anonymous name.
- Use the **Materials or Technique** section to share what you used or how you made your creation.
- Use **About This Creation** to share a brief description, inspiration, or special story behind your work.

ONLY INCLUDE INFORMATION YOU ARE COMFORTABLE SHARING PUBLICLY

Creation Title _____

Created By _____

Materials or Technique Used (optional) _____

_____

About This Creation (optional) _____

_____