



### **Before your event**

Open the mailing tube and remove the print immediately. Carefully lay it face down on the protective tissue paper and weigh down with books. This will ensure the print remains flat. Do not throw away the protective tissue paper as you will need this to send your Fingerprint Tree® to be framed.

### **During your event**

Ensure you have a clean dry workspace to set up your tree, inkpads, pen, instruction card, ink removal gel and wipes.

Assign a family member, MC or guest to announce the following steps to your guests:

1. Advise guests to wash their hands before approaching the print.
2. Come to the table in small groups or table groupings.
3. If you'd like your guests to sign their name, please leave the pen provided next to your Fingerprint Tree® asking each of them to sign their name in the location where their fingerprint or thumbprint will be placed, — as the fingerprint or thumbprint will be placed over the top of their name.
4. Select an inkpad and gently press ONE finger or thumb onto it until the tip is covered with ink. Gently press the finger or thumb upon the tree ONCE only. When finished take a wipe and clean any ink residue off the finger.
5. As each small group completes their fingerprints, ask the next one to come and repeat steps 2 to 4. At this time the family member, MC or guest assigned to supervise should guide each subsequent group as to where to place their print to ensure the tree has an even coverage of 'leaves' (fingerprints or thumbprints).
6. Once all guests have completed their fingerprints or thumbprints we suggest the owner of the print have a quick look to see if they'd like additional fingerprints or thumbprints placed to fill in any gaps or voids. They can choose to do this themselves or ask some guests to join them for round two!
7. When complete, remove the print from reach and allow to dry then gently place the protective tissue paper over the print, and either roll it up to place back in the tube or take it home flat.

### **After your event**

Send off your Fingerprint Tree® immediately for framing to ensure it does not remain rolled for longer than a few days.