

## 2020 Festival of Trees: Tree Decorator Guide

Saturday, December 5, 2020

Middle Sisters Building Deschutes County Fairgrounds & Expo

### Festival Timeline

- September 1 – Full applications & Tree Descriptions due
- November 1 – Final revisions to applications due
- December 4 – Tree set-up from 9:00 a.m. – 5:00 p.m.
- December 5 – Festival of Trees Events
  - Free to the public from 10 a.m. – 2 p.m. with People's Choice Judging
  - Ticketed Gala Event and Tree Auction opens at 5 p.m.
- December 6 – Tree and gifts delivery from 9 a.m. – 2 p.m.

### Tree Requirements:

- Use only artificial trees, 7 ½ feet tall, with metal tree stand
- (full trees are preferred over slim)
- Fasten decorations to your tree with wire or ribbon.
- Gift certificates should be placed in an envelope with the tree# and given to the Payment Room.
- The tree, stand and all decorations become the property of the tree buyer and cannot be returned to donor.

### Tree Design and Themes:

Let your imaginations run wild and decorate as you please. Your tree should reflect a cohesive theme with color, decorations and gift items that all work together and form a unified package. See [our website](#) for ideas that may be helpful in stirring your creativity as you and your team plan your tree.

### Gifts Under the Tree

Most people like to put an assortment of gifts under the tree since it increases its auction value—even if they are just for show! This is your choice; you do not have to include gifts.

\*Gift Certificates/Jewelry:

- Utilize a “placeholder” for the gift certificate/jewelry on the tree, i.e. a festive envelope or a photograph. Do not put gift certificates/jewelry in decorated boxes under the tree.
- Place the original gift certificate/jewelry should be placed in an envelope marked with the tree name and number and given to the Payment Room.
- The gift certificate/jewelry will be given to the tree buyer when they pay for their tree.

### Valuing Your Tree

The value of your tree includes the tree itself, purchased or handmade ornaments, and gifts such as wine, furniture, art, quilts, gift certificates, etc. There may be tax deductions available so this information is important. Each tree decorating team contact person will receive a thank you letter which will include our nonprofit tax identification number and the tree value you have submitted. Please ask your tax advisor(s) if your tree donation is tax deductible.



# 2020 Festival of Trees Tree Decorator Application

Applications may be submitted *at any time*, but no later than September 1, 2020.

Applications will be accepted *first come, first serve – space is limited to 35 trees*.

Tree descriptions may be submitted after the application, but must be turned in by Sept 1, 2020.

Name of Tree: \_\_\_\_\_  
(Please PRINT the tree name as you wish it to appear in the event program)

Business or Decorator Name(s): \_\_\_\_\_  
(Please PRINT the names of your decorating team as you wish them to appear in the event program)

Contact Name: \_\_\_\_\_ Mailing Address (Please indicate if home or work)

Contact Phone: \_\_\_\_\_ City, State, Zip  
Primary Number to Be Used

Other Phone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_  
(Please indicate if home, work or cell number)

Contact Email: \_\_\_\_\_

Estimated value\*\*: \_\_\_\_\_

\*\*Please indicate estimated value of the tree. (The value equals the cost of the tree plus the ornaments, other decorations, gifts, gift certificates, etc. If the value changes substantially prior to the tree auction, contact us as we share this information with the tree buyer.)

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Tree Description – IMPORTANT DUE SEPT 1st

Please describe your tree in the space below (30 – 100 words). Be sure to include any special information such as a special theme, a brief description of the color scheme and/or the decorations [e.g. red and gold decorations bringing to mind the Victorian era], items under the tree, if the tree is decorated in memory of someone, any handmade ornaments, gift certificates, etc. Your description (edited for space) will appear in the program. If this is not enough space, please attach a separate sheet.

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### Thank you for your generous support of Hospice of Redmond!

If you have questions, or for additional information, please contact us. Submit the completed application to:

Hospice of Redmond Attn: Festival of Trees

732 SW 23rd, Redmond, OR 97756

Phone: 541-548-7483 Fax: 541-548-1507 [festivaloftrees@hospiceofredmond.org](mailto:festivaloftrees@hospiceofredmond.org)