

# 2020 Festival of Trees Tree Decorators Guide

Saturday, December 5, 2020

Online Auction



## Festival Timeline

- September 15<sup>th</sup> Full applications & Tree Descriptions due
- November 18<sup>th</sup> – 21<sup>st</sup> Set up and tree decorating at Host Location
- November 21<sup>st</sup> – December 5<sup>th</sup> **Tour of Trees** (online or in person)
- December 1<sup>st</sup> – December 5<sup>th</sup> Bidding via virtual auction
- December 6<sup>th</sup> Tree and gifts delivery to buyers



## Tree Requirements:

Use only artificial trees, **7 ½ feet tall, with metal tree stand** (full trees are preferred over slim)

Non-traditional green tree must be pre-approved by Hospice of Redmond. (i.e. ghost tree, barbed wire tree, etc.)

Fasten decorations to your tree with wire or ribbon.

Gift certificates should be placed in an envelope with the tree # and given to Hospice of Redmond.

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.

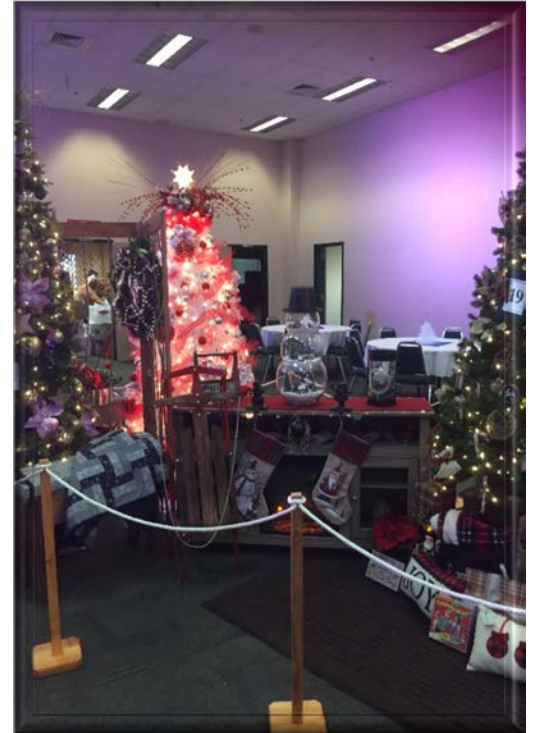
See [our website](#) for ideas that may be helpful in stirring your creativity as you and your team plan your tree. See also our [Festival of Trees gallery!](#)

## 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.**
- The original gift certificate/jewelry should be placed in an envelope marked with the tree name and number, and given to Hospice of Redmond.
- The gift certificate/jewelry will be given to the tree buyer when their tree is delivered.



## 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.

## People’s Choice Award

People attending the Tour of Trees can vote for their favorite tree. The votes are counted and a People’s Choice Award ribbon will be placed by the winning tree. The winning tree decorator team will receive not only bragging rights for the year but also the award ribbon, a trophy and a write-up on the Festival website and, hopefully, in the newspaper.





# 2020 Festival of Trees Tree Decorator Application



Applications may be submitted *at any time*, but no later than **September 15, 2020**.

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

Tree descriptions may be submitted after the application but must be turned in by Sept 15th.

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

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: \_\_\_\_\_

## Tree Description – IMPORTANT DUE SEPT 15th

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. Email the completed application to [festivaloftrees@hospiceofredmond.org](mailto:festivaloftrees@hospiceofredmond.org) or submit the completed application to:

**Hospice of Redmond Attn: Jane McGuire**

732 SW 23rd, Redmond, OR 97756

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