

Festival of Trees 2011

Tree Designer Guidelines

Senior Living Community for the Eastern Star in California

It is with great pleasure that we invite you to join us for the 3rd annual **Festival of Trees**. We are confident that you will create that “million dollar” look for which our Festival of Trees is known. Your display will be seen by visitors, and will be selected by individuals and community business leaders who have provided financial support for the Festival of Trees. We are looking forward to displaying your talents at this year’s Festival.

Decorating Options

Holiday Trees

From the traditional to the unique, let your creativity soar at the Festival of Trees by choosing to decorate a 7 1/2’ artificial full tree.

A space of 6’ x 6’ will be provided for each tree.

Each tree will be displayed on a 24” x 24” x 12” dark green painted base.

Props and Support Materials (Decorator’s Personal Items)

If you choose to use items under or around the tree as part of the design that do not go to the Underwriter, a written list of those items must be submitted to a Festival Committee Member when you check out after your decorating is completed. We suggest that these items also be marked “For Display Only”. Designers must pick up these items from the Festival site on **Monday, December 5th between 9 AM and 4 PM** or these items will become the property of the Festival.

Decorator Checklist

- ❑ **Check In** - Decorators must check in with a Festival Committee Member before unloading; **Please do not select your own tree and start decorating before checking in** - trees have been pre-assigned, and a Festival Committee Member will show you to your tree.
- ❑ **Tree Stand** – Provided by Festival; please do not move anything that has been pre-placed under the tree stand.
- ❑ **Tree Topper** – Tree Toppers **MUST BE DESIGNED TO BE REMOVED** before delivery. If fragile items are included in the Tree Topper, the decorator **WILL BE REQUIRED TO REPLACE** any items broken during delivery.
- ❑ **Tree Skirt** – Tree skirts are required.

- **Lighting Requirements:**
 - Trees are pre-lit but you may add lights if you choose.
 - No more than three strands of lights may be connected to each cord.

- **Decorations Requirements:**
 - **Decorations may not include items marketing your business or organization.**
 - **ALL decorations must be secured to trees, wreaths and garlands** with wire
 - Decorations should be of high quality and enhance the overall value of the tree.
 - No living materials or edible food items may be used.

- **Check Out** – Before a tree can be considered finished, decorators must check out with a Committee Member. Your Personal Items List and Designer Information forms will be turned in at this time and you will receive a tax receipt for your donation if requested.

PLEASE NOTE: Decorators will be asked to assist with adjustments of decorations if necessary during the Festival week.

Thank you for your donation!

We sincerely appreciate your generous support. All proceeds from the Festival of Trees benefits the Endowment Fund that supports the Senior Living Community for the Eastern Star in California.

Please complete the Decorator Contract and return it by November 01, 2011.

Fax it to (714) 577-9854

Any questions? Please call (714) 577-9281. Thank you!

Festival of Trees 2011 Tree Designer Contract

Please complete this form carefully. This information will be used to make the Festival of Trees signage that gives you recognition and identifies your tree.

***Please complete accurately.
This information will be used for all printed recognition.***

WHO WILL BE DECORATING YOUR TREE/DISPLAY

Contact Person in charge of decorating _____

Phone: Day _____ Evening _____ Email _____

Address: _____

City _____ State _____ Zip _____

COMPANY/DONOR NAME FOR SIGNAGE *(How you'd like the signage on tree to read)*

7.5 pre-lit tree will be provided for decorating.

- I will decorate tree onsite *(please contact Kat to coordinate times)*
- I will decorate tree offsite and deliver between 11-25 & 11-28
(Please contact Kat to coordinate times)

I agree

1. All ornaments will be glued and/or wired to the tree
2. Tree topper will be designed to be removed
3. Tree skirt will be provided to remain with the tree
4. No perishable or edible items will be used

Description of color scheme and decorating theme:

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- A decorating budget of \$300 will be allotted. Please submit your original receipts for reimbursement to:
Senior Living Community for the Eastern Star, 16850 Bastanchury Rd., Yorba Linda, 92886, ATTN: Kat
 - Any and all decorations purchased by decorator in excess of the \$300 allowance will be considered a donation to the Festival of Trees event.

- **PLEASE NOTE:** Decorators will be asked to assist with adjustments of decorations if necessary during the Festival week.
- Trees will be on display from November 30th to December 4th, 2010.
- Decorated trees will be sold for \$500 each with the proceeds benefiting the Senior Living Community for the Eastern Star.

I agree to the terms outlined in this Designer Contract as well as in the Designer Guidelines/Checklist.

Signed: _____

Date: _____

Thank you for your donation!

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