



## **Guidelines for Decorating Trees 2016**

### **Overview**

Thank you for your participation in the 29<sup>th</sup> Annual Festival of Trees. For the past 28 years, the Festival of Trees has been a magical holiday celebration benefitting Friends of Caroline Hospice. The Festival has raised almost a million dollars and this treasured event would not have been possible without the amazing support of businesses, civic, community groups and individuals who have donated time, talent and treasures to make this community event a success!

This year, the Opening Gala will be held on Thursday, December 1<sup>st</sup> from 6:00 pm to 9:00 pm at The Tabby Place, 913 Port Republic St. The Festival will be Friday the 2<sup>nd</sup>- Tuesday the 6<sup>th</sup>. If you have any questions, please visit our website [FriendsOfCarolineHospice.org](http://FriendsOfCarolineHospice.org), our Facebook page Festival of Trees Beaufort or call Melissa Viets at 843-525-6257.

### **Decorating Days**

**Wednesday, November 30 from 12:00 pm to 7:00 pm**

**Thursday, December 1 from 9:00 am to 12:00 pm**

**Tabby Place, 913 Port Republic Street**

**All decorating must be completed by 12:00 pm on December 1st to allow for judging prior to the Opening Reception Gala.**

When you arrive at The Tabby Place, you may want to park in the Port Republic Square lot directly behind it. There is an entrance on Charles Street. Please check-in at the registration desk to find your assigned tree number and location. If you are decorating the tree for a sponsor, please have their name handy as this will expedite the check-in process. Due to safety considerations, only decorators, children who will be actively involved in decorating and authorized volunteers should plan to attend.

Decorators should bring any items they may need during set up such as a cart or dolly, step ladder, drop cloth to control glitter or snow, scissors, tape, floral wire and tape, wire cutters, glue gun, extra ribbon, ornaments, filler etc. We ask that you be respectful of the facility and your fellow decorators, avoid messes and clean up after completing your decorations.

All trees are real Christmas trees and are supplied by Grayco, a strong supporter of Friends of Caroline Hospice and The Festival. The trees are approximately 5 ½ to 6 feet tall, and since they are real, there will be some variations in size or shape.

When you arrive to decorate your tree, it will be in a stand ready to decorate. Please do not change your tree or its location. Your tree will be located as close as possible to its final location to minimize movement after decorating. However, please note that once decorating is complete, the trees may need to be repositioned as the final site decorations are completed. Securely fasten all decorations to ensure they are not displaced should any movement be required and in order to withstand the packaging and delivery at the end of the Festival. Please decorate all sides of the tree.

## **Decorating Rules**

Each tree in the Festival of Trees is decorated according to a theme selected by the tree's decorator. Decorations may be anything the decorators choose, as long as they are appropriate for any home or business. Tree sales are an increasingly important part of the fundraising efforts. Decorators are asked to let your creativity soar! All types of trees sell, but the bestselling trees are imaginative, exciting and eye-catching filled with color and texture.

1. Please use only small or LED lights on your tree. **No lights with large bulbs (C5 or C7) are allowed.** Lights can be white, colored, blink, chase, etc. but they must be connecting and you cannot use more than 5 strands per tree. There are only enough outlets to provide one electrical connection per tree. **Please do not bring or use extension cords.**
2. You may use decorations you purchase or make. Unless you specify otherwise, your decorations will be sold with the tree. No advertising or inappropriate materials. Please note that decorations **MAY NOT** promote a business unless the business is the TREE SPONSOR.
3. All spraying of any type (including glue and glitter) must be done **OUTSIDE** the facility.
4. Please decorate the top of your tree including a topper or large bow. If your tree topper is fragile, include a box with your tree so we can box it up appropriately for delivery.
5. Decorations should be in proportion to the size of the tree. Make sure your tree is FULL using fillers, garlands, fabrics, decorations and ornaments.  
You are encouraged to use a tree skirt and/or decorations (wrapped boxes, toys, etc.) around the base of your tree to coordinate with your theme and enhance the overall appeal and look of your tree.
6. **ALL TREES WILL BE SOLD** (trees not sold will be donated), please remember that everything you put on and under the tree will be sold with the tree. If you are

considering using an heirloom or keepsake, please do not put it in the display unless you want to donate it to the Festival of Trees.

7. Do not bring tables on which to stage your decorations. Due to the limited space, the use of tables can severely limit the decorating space of neighboring trees.
8. All trees are located at floor-level and must remain at floor level. They cannot be moved onto any other surface-i.e. chair, table, stool, etc. Trees may be placed on risers by the Festival of Trees Planning Committee to enhance their visibility.

## **Tree Themes and Judging**

The Theme Title, Sponsor Name(s) and Decorator Name(s) will be displayed on the signage coordinating with your tree. Decorators are asked to select a category that is representative of their designs from the following:

- Traditional
- Whimsical
- Student #1 (Preschool and Elementary)
- Student #2 (Middle School and High School)
- Collegiate

Students are not required to enter student categories; however, if they do so, they must enter the appropriate age category. Each category will be judged for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. Best in show will be picked from the 1<sup>st</sup> place winners in each category. Awards may also be given to tree(s) the judges deem exceptional and have been given for “Most Creative,” “Best Use of Recycled Material,” “Most Original,” etc. Judging will occur on Thursday, December 1st. During the judging process, the judges know only the tree’s category and name; they do not know who sponsored or decorated the tree. Awards will be announced at the Opening Gala and award plaques are displayed throughout the Festival.

## **Pricing and Sales**

Please note that all trees will be sold during the Festival to benefit Friends of Caroline Hospice. There will be an option to purchase the tree and donate to a FRIENDS Hospice patient or a Military Family. The Festival of Trees Committee will set the sales price. This price may not match the value you have personally invested in the product and is not indicative of the value of the tree, but rather a reasonable price for the purchaser and ultimately a donation for Friends of Caroline Hospice. If there is some unique aspect to your tree that would impact the pricing, please indicate that on the decorator form and confirm with the volunteer during registration.

## Tree Pick-up

At the close of the Festival, trees may be sold decorated or sold undecorated. If you are a Decorator who is kind enough to decorate a tree sponsored by someone else, please indicate on the decorator form if the decorations can be sold with the tree.

The last day of the Festival is Tuesday, December 6th. Tree pick-up occurs on Wednesday, December 7<sup>th</sup> between 10AM and 4PM. Please keep in mind the following:

1. If your tree is to be sold decorated, there is nothing more you need to do. The purchaser is responsible for picking up the tree.
2. If your tree is to be sold undecorated, please come to The Tabby Place on Tuesday December 6<sup>th</sup> between 4:30 pm and 6:30 pm to remove decorations from the tree. The tree will be sold undecorated. The Festival of Trees Committee cannot guarantee the safe return of decorations not removed prior to Wednesday at noon.
3. If you are picking up a tree, please come as early on Wednesday as possible.
4. The Festival of Trees Committee provides tree removal bags and will assist in bagging the tree and loading it into your vehicle.
5. Please note: The Festival of Tree stands are not included in the sales price. If you would like to keep the stand, there will be an additional charge of \$35.00 for the stand.
6. Trees must be picked-up by 4:00PM, December 7<sup>th</sup> or the tree will be sold or donated to a needy family. Thank you for your understanding and planning accordingly.

**Please note: The Festival of Trees Committee does not have the capability to deliver trees. If you are unable to pick-up your tree, please make arrangements to have someone else pick-up your tree by 4:00 on Wednesday, December 7<sup>th</sup>.**

## 2016 Festival of Trees Schedule

Decorating	<u>Wednesday, November 30th</u> <u>Thursday, December 1st</u>	12:00 pm to 7:00 pm 9:00 am to 12:00 pm
Opening Gala!	<u>Thursday, December 1st</u>	6:00 pm to 9:00 pm
Tree Decoration Pick-up	<u>Tuesday, December 6th</u>	4:30 pm to 6:30 pm
Tree Pick-up	<u>Wednesday, December 7th</u>	9:00 am to 4:00 pm