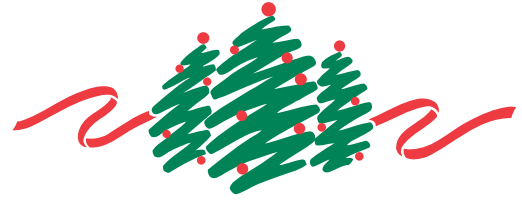


Festival of Trees

DESIGNER GUIDELINES



A Benefit for the Children's Hospital of Michigan Foundation

DECORATIVE ITEMS



2' OR 3' TREES

Provided by English Gardens
(Available first come, first serve)
Recognition in Event Program



WREATH

Designer provides
wreath and materials
Recognition in Event Program



CENTERPIECE

Designer provides
centerpiece materials
Recognition in Event Program

To guarantee your name appears in the Event Program, Festival of Trees (FOT) must receive your completed contract(s) by September 1st. Send contract(s) to the Chairperson listed below.

FOT SETUP DAY

- Deliver completed decorative item(s) to the Event site on Thursday, November 17, from 9:00 AM to 5:00 PM at the Ford Community & Performing Arts Center, 15801 Michigan Ave., Dearborn.
- Your item(s) are a tax-deductible donation to FOT and a form will be available upon request at the time of delivery.

DECORATIVE REMINDERS FOR TABLETOP TREES, WREATHS AND CENTERPIECES

Use high-quality permanent materials.
Remember larger ornaments pack a greater
"punch" and better selling aspect.

DO NOT use edible items,
dried flowers or any other dried
plant material.

DO NOT use sharp or
possible harmful materials
(i.e. fish hooks).

TABLETOP TREES*

ORNAMENTS AND TRIM

- Unpack and arrange tree for a life-like appearance.
- All ornaments and lights must be carefully secured to the tree by wiring or gluing them to the branches.
- All trees must have operating lights – include batteries, if lights are battery operated.
- Trees with toppers tend to sell better.

If you are considering any questionable material, please contact the FOT office for approval.

TREE BASE

Completely decorated trees require a completed base. This may be a tree skirt, box, plant pot, etc. **DO NOT USE CEMENT** as this is too hard to carry. Foam insulation works well. Also, please ensure that the base is **VERY** stable and not wobbly.

WREATHS*

DECORATIONS

- Select a wreath between 22 and 26 inches wide.
- Secure the decorations to the wreath by wiring or gluing them to its branches.
- Lights are not required but if used, they may not be turned on during the Event – depending on power availability.
- Make sure your wreath has a SECURE hanger and will support the weight of the decorations.

CENTERPIECES*

- Keep the number of pieces to your centerpiece to a minimum. If it has more than one piece, please provide a container for transporting the entire arrangement.
- Please ensure that your centerpiece has a sturdy base.

* For the safety of our guests with allergies, there is a **NO SCENT** policy – meaning no cinnamon or scented items allowed on your decoration. Also, **NO PEANUTS** allowed on site.

FOT CONTACT INFORMATION

Contact chairperson to secure a contract and return it to Denise.

Denise McDonald

Tabletop Trees Chairperson

7215 Osage, Allen Park, MI 48101

313-570-2745 • denise0611@hotmail.com

FESTIVAL OF TREES

A Benefit for the Children's Hospital of Michigan Foundation

18381 Westchester, Livonia MI 48152

Phone 734-748-3822 • Fax 734-462-1257

www.fot.org

Proceeds from Festival of Trees benefit research at Children's Hospital of Michigan. Festival of Trees, Inc. is a recognized, non-profit organization under Section 501(c)(3) of the Internal Revenue Code. Donation may be tax deductible as permitted by law. MICS 12437

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