

39<sup>th</sup> Annual



## FESTIVAL OF TREES

A Benefit for the Children's Hospital of Michigan Foundation

November 19 – 26, 2023

Ford Community & Performing Arts Center

15801 Michigan Ave., Dearborn, MI



### DESIGNER GUIDELINES AND CONTRACTS

7-ft. and  
5-ft. Trees

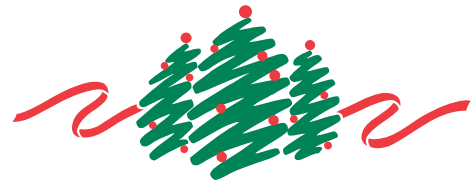
Tabletop  
Trees

Wreaths

Centerpieces

# Festival of Trees

## WELCOME TREE DESIGNERS



FESTIVAL OF TREES  
A Benefit for the Children's Hospital of Michigan Foundation

Dear Festival of Trees Designers:

2023 is going to be an exciting year for Festival of Trees and we're thrilled for you to be a part of this wonderful event. We would like to thank you for your past support and welcome our new designers as you become a part of our beautiful benefit for the Children's Hospital of Michigan Foundation. Celebrating our 39th year of raising funds for pediatric research, we are honored to have you be a part of this milestone!

We are excited to announce that newly elected Mayor Hammoud has invited us to continue to hold our Event at the Ford Community & Performing Art Center, located at 15801 Michigan Ave., in Dearborn. Your beautiful designs will be on display from Sunday, November 19th through November 26th. The Preview Gala will take place on Saturday, November 18th.

**Our Designer Packet has been updated, and we ask that you please review it carefully. This packet has a fillable option if you wish to complete it online and return via the website [www.fot.org](http://www.fot.org) or by email. If you prefer to have the packet mailed to you, please contact Cheryl at [Mcfamily8468@sbcglobal.net](mailto:Mcfamily8468@sbcglobal.net).**

### TREE SIZES AND DECORATION

When you submit your contract, we are requesting that you advise us of your choice of tree size (**5-foot, 7-foot slim and 7-foot full trees**), the tree theme, color scheme, and if possible, provide pictures of the décor you will be using. This will assist us with tree placement on the floor as well as help us in fulfilling current Special Santa Tree Sponsor requests.

In order to allow for working space on-site, we will once again have Tree Designer Day spread out over Thursday, November 16th and Friday, November 17th. **Please keep in mind the limited floor space on design day and your neighboring designer. Having your ornamentation prepared and organized for design day will help keep floor space open and safe for all designers.** Our sponsor, English Gardens, has requested we not offer an early tree pick up date, therefore your tree will be on site and you will be advised which day to arrive.

Please keep in mind that the trees you are decorating have a retail value of \$300 to \$600. As Special Santa Tree Sponsors pay \$1,500 for a 7-foot and \$800 for a 5-foot tree, it is extremely important that a large quantity of high-quality materials, combined with your creativity, be used. When designing and decorating your tree it is suggested that a minimum of 12 ornaments per foot of tree be used in addition to décor. **Traditional holiday themed trees sell the best and are one of the top requested themes by sponsors and event attendees.** Trees designated for Children's Hospital should be decorated with vibrant ornaments and décor that will enhance the unlit tree as fire safety codes prohibits the lighting of trees in the hospital. PLEASE NOTE: we ask that you **do not** use extremely large/tall tree toppers, as they have proven to be difficult during delivery. **If your tree is difficult to deliver, you will be responsible for delivering and set up at the location of the purchaser.**

## TREE SPONSORSHIP

Though not mandatory, your ability to locate a Special Santa Tree Sponsor is encouraged and greatly appreciated. Securing a sponsor not only guarantees your tree has been sold, which furthers our goal of raising funds for pediatric research but allows you greater design flexibility. PLEASE NOTE: in order to guarantee your sponsor(s) name appears in the Event Program, we must receive their payment and completed contract prior to September 1st.

If you are able to secure a business or individual to sponsor your tree(s) as a Special Santa Tree Sponsor, please contact Theresa either by email at **Fotmichigan@hotmail.com** or by phone at **734-748-3822**. Include their information and sponsorship information with the contract that will be sent.

Having a Special Santa Tree Sponsorship, you will be automatically upgraded to a "VIP" Gala Preview ticket. This entitles you to early Event entrance (6:30 PM), admittance to the Sky Lounge which includes an open bar, heavy appetizers, our decadent sweets and treats buffet, and a wrist band that allows you access to the lounge all evening. In the event you are unable to secure a Special Santa Tree Sponsorship you will receive a "Patron Preview Gala" ticket(s) which includes a 7:30 PM Event entrance, a cash bar, light appetizers, and of course, our famous sweets and treats buffet.

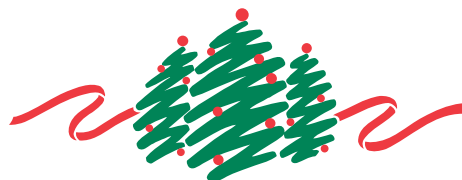
## DESIGNER CONTRACTS

This mailing includes your Tree Designer Contract, Tabletop/Wreath/Centerpiece Contract as well as Designer Guidelines and a self-addressed envelope for you to send back your contract(s). **We ask that you please submit your completed 5-ft. or 7-ft. Tree Designer Contract as soon as possible, preferably by September 1, 2023, and submit the completed Tabletop Tree, Wreath and Centerpiece Designer Contract by October 1, 2023.**

*Please provide us with your email address, so we can conserve on printing costs in the future.*

As we move forward, we encourage and welcome your suggestions to make Festival of Trees bigger and better. As always, it is **YOU**, the designer, who brings the event to life. While we cannot incorporate every suggestion, we truly appreciate your insight and promise to review and consider each one.

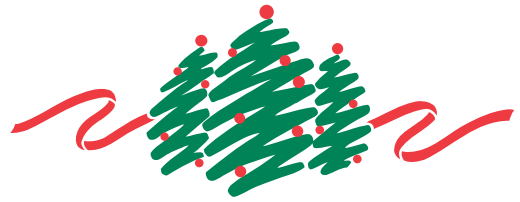
Sincerely,  
Cheryl McNamara  
Tree Designer Chairperson  
24417 Holyoke  
Novi, MI 48374  
248-982-4246  
Mcfamily8468@sbcglobal.net



**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](http://www.fot.org)

# Festival of Trees

## TREE DESIGNER GUIDELINES



A Benefit for the Children's Hospital of Michigan Foundation

### TREE SIZES

#### 7' SLIM OR FULL TREE

##### *Designers will receive:*

- Recognition in Event Program
- Signage by Tree
- 4 Patron Preview Gala Tickets

#### 5' TREE

##### *Designers will receive:*

- Recognition in Event Program
- Signage by Tree
- 2 Patron Preview Gala Tickets



*You are welcome to include a 2' replica tree or wreath along with your 7' or 5'*



*Tree (indicate this on both Contracts)*

***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 on the reverse side.***

### TREE DESIGNER DAYS

- Tree Designer Days are divided between Thursday, November 16 and Friday, November 17, from 9:00 AM to 5:00 PM at the Ford Community & Performing Arts Center, 15801 Michigan Ave., Dearborn. You will be advised which day to arrive. If there is a date you prefer, please indicate that when you submit the contract to the Tree Designer Chairperson.
- Please stop at the "Check In" table for direction and space location. You will receive your Preview Gala complimentary tickets upon our receipt of your completed tree.
- FOT will provide a limited number of trees for decorating. The trees will be on site at your designated spot on either setup day.
- Because of the limited setup space, please have your ornamentation prepared and organized so all designers have a safe, open floor space to work in

#### **PLEASE BRING THESE SUPPLIES**

##### **(FOT WILL NOT PROVIDE)**

- scissors
- hot glue gun and extra glue sticks
- wire and wire cutters
- chenille stems
- extra power strip
- extra light strands
- work table and chair
- ladder
- broom and dust pan

### TREE DESIGNER SETUP

#### **TREE STAND**

Tree stands for 7' trees are provided by FOT.

#### **TREE ELEVATION**

All 5' trees are elevated for display on Boomer tubes. (A Boomer tube is 18" tall and the top platform is 24" x 24" and these are provided by Festival of Trees and remain the property of Festival of Trees.) It is the designer's responsibility to cover the Boomer tube on which the tree is elevated. You will need a professional tree skirt and cover for the Boomer tube and platform top.

#### **TREE SKIRTS**

All trees must have tree skirts. Trees that sell the best have quality tree skirts that are in keeping with the theme and design of the tree.

#### **ORNAMENTS AND TRIM\***

- All ornaments must be wired securely to the tree.
- Hot glue all ornament caps in place, please.
- Trees must be decorated to be viewed on all sides.
- NO** living materials, please.
- NO** dried materials, please.

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

If you have any leftover ornaments or décor, we ask that you leave them behind with the tree in the event anything gets broken or lost upon delivery.

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

## TREE DESIGNER SETUP

### TREE LIGHTS AND CAUTIONS

*(Requirements for lighting your tree are based on recommendations made by the Office of the Fire Marshall.)*

- **ONLY LED LIGHTS ALLOWED!**
- Please **DO NOT** use more than one strand of mini-lights per foot of height of your tree -- overloads can cause fires.
- Please **DO NOT** plug more than 10 strands of lights into one (1) power strip. If you plan to use more than 10 strands, bring an additional power strip.
- Please **DO NOT** plug more than 3 strands of 100 lights together. It is vital that you wire in only a series of three 100-light strands into one outlet on your power strip. If you add more than three strands to a series, you could burn out all the lights on your tree and those on the other trees in your section. (This has happened, so please, **ONLY 300 LIGHTS PER OUTLET.**)
- **NO** spotlights can be used.
- **NO** large bulb string lights.
- **NO** rope lights (unless LED).
- Please bring a heavy-duty extension cord per power strip you will be using.

### PROPS

**Props are not discouraged; however, all items displayed will be sold with the tree.**

### TREE SIGNAGE

Signage around the tree is limited to the tree sign provided by FOT. It is FOT's policy to not have advertising materials as part of your display.

### YOUR TREE DONATION BECOMES THE SOLE PROPERTY OF FESTIVAL OF TREES INCLUDING:

- All décor and trim
- All lights on the tree
- Tree skirt
- All display items and props

*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*

## FINAL TREE DELIVERY

On Tuesday, November 28, your fully-decorated tree, its display items/props and any extra ornaments/décor will be picked up from the event site and delivered to the purchaser.

Although FOT does not want to discourage your creativity, **ALL TREES MUST BE DELIVERABLE BY OUR TRUCKS.**

**IF NOT OR YOUR TREE IS DIFFICULT TO SHIP, YOU WILL BE RESPONSIBLE FOR DELIVERY OF YOUR TREE AND SETUP AT THE LOCATION OF THE PURCHASER.**

## FOT CONTACT INFORMATION

**Please return your completed contract(s) to Cheryl.**

**Cheryl McNamara**

*Tree Designer Chairperson*

24417 Holyoke, Novi, MI 48374

248-982-4246 • Mcfamily8468@sbcglobal.net



**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

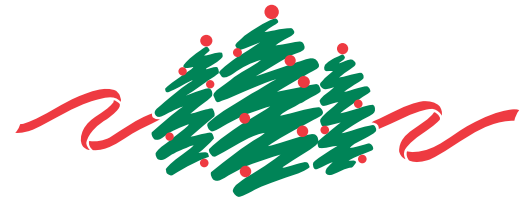
**www.fot.org**



To guarantee your name appears in the Event Program, we must receive your completed contract by **September 1<sup>st</sup>**

# Festival of Trees

## TREE DESIGNER CONTRACT



A Benefit for the Children's Hospital of Michigan Foundation

FIRST CHOICE	SECOND CHOICE	TREE SIZE*	THEME OF DECORATED TREE	SETUP DAY CHOICE
		7' Tree Slim		<input type="checkbox"/> THU
		7' Tree Full		<input type="checkbox"/> FRI
		5' Tree		<input type="checkbox"/> EITHER

<b>*ALL 7' TREE DESIGNERS RECEIVE</b> Recognition in Event Program, Signage by Tree Display, and 4 Patron Preview Gala Tickets	<b>*ALL 5' TREE DESIGNERS RECEIVE</b> Recognition in Event Program, Signage by Tree Display, and 2 Patron Preview Gala Tickets	I/We understand that I/ we may be responsible for tree/display delivery.	<div style="border: 1px solid black; width: 50px; height: 30px; background-color: yellow;"></div> INITIAL IN BOX
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I/We would be willing to also donate/design: <input type="checkbox"/> Tabletop Tree <input type="checkbox"/> Wreath <input type="checkbox"/> Centerpiece <i>Please complete additional enclosed contract(s) and return with your Tree Designer Contract.</i>	<b>YOUR DONATION BECOMES THE SOLE PROPERTY OF FESTIVAL OF TREES (FOT). FOT RESERVES THE RIGHT TO MAKE CHANGES. PRICES OF DONATIONS ARE DETERMINED BY FOT PROFESSIONAL CONSULTANTS.</b> <b>**ALL TREES MUST BE DELIVERABLE BY OUR TRUCKS**</b> <b>**IF NOT, YOU WILL BE RESPONSIBLE FOR DELIVERY OF YOUR TREE**</b>
--	--

Name as you wish it to appear in the Event Program:

\_\_\_\_\_

Name \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_

Work/Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ADDITIONAL OR UPGRADE OF PREVIEW GALA TICKETS**

Additional Patron Preview Gala Ticket(s)

\_\_\_\_\_ @ \$75 each = \$ \_\_\_\_\_

VIP Upgrade of Patron Preview Gala Ticket(s)

\_\_\_\_\_ @ \$50 each = \$ \_\_\_\_\_

Amount enclosed for extra tickets \$ \_\_\_\_\_

.....

**PAYMENT INFORMATION**

☐ Enclosed is my/our check      Check # \_\_\_\_\_

payable to: **Festival of Trees**

☐ Payment by credit card

☐ Visa   ☐ MasterCard   ☐ Other \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

<b>RETURN CONTRACT TO FOT CONTACT</b>	<b>Cheryl McNamara, Tree Designer Chairperson</b> 24417 Holyoke, Novi, MI 48374 • 248-982-4246 • Mcfamily8468@sbcglobal.net
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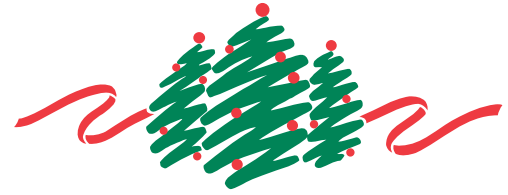
<b>FOR OFFICE USE ONLY</b>	Date Contract Received by Chairperson	Date Contract Received by FOT Office	EXTRA PATRON TICKETS ORDERED	UPGRADE TO VIP TICKETS	TOTAL TICKETS

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MICS 12437  
 EIN 38-2785495  
 FOT\_vi\_rev2022

# Festival of Trees

## COMBINATION 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 October 1st. Send contract(s) to the Chairperson listed below.**

### FOT SETUP DAY

- Deliver completed decorative item(s) to the Event site on Thursday, November 16, 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](http://www.fot.org)

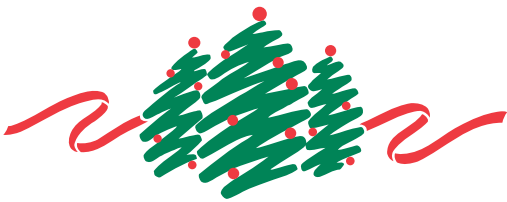
Proceeds from Festival of Trees benefit research at Children's Hospital of Michigan. Festival of Trees, Inc. is a recognized, non-profit organization under Section 501(c)(3) of the Internal Revenue Code. Donation may be tax deductible as permitted by law. MICS 12437

FOT\_vi\_rev2023

To guarantee your name appears in the Event Program, we must receive your completed contract by October 1<sup>st</sup>

# Festival of Trees

## COMBINATION DESIGNER CONTRACT



A Benefit for the Children's Hospital of Michigan Foundation

### TABLETOP TREE – WREATH – CENTERPIECE

TOTAL QTY	DECORATIVE ITEM	QTY	PICK-UP DATE	SIGNATURE	QTY	PICK-UP DATE	SIGNATURE
	3' Tabletop Tree						
	2' Tabletop Tree						
	Wreath	designer provides wreath and materials					
	Centerpiece	designer provides centerpiece materials					

**YOUR DONATION BECOMES THE SOLE PROPERTY OF FESTIVAL OF TREES (FOT). FOT RESERVES THE RIGHT TO MAKE CHANGES. PRICES OF DONATIONS ARE DETERMINED BY FOT PROFESSIONAL CONSULTANTS.**

Name \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_

Work/Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

.....

Name as you wish it to appear in the Event Program: \_\_\_\_\_

#### I/WE WOULD LIKE TO PURCHASE PREVIEW GALA TICKETS

**VIP Preview Gala Ticket(s)** \_\_\_\_\_  
(includes entry to Sky Lounge, open bar, heavy appetizers, sweets and treats buffet, doors open at 6:30 PM – ages 21 and over only) @ \$125 each = \$ \_\_\_\_\_

**Patron Preview Gala Ticket(s)** \_\_\_\_\_  
(includes cash bar, light appetizers, sweets and treats buffet, doors open at 7:30 PM) @ \$75 each = \$ \_\_\_\_\_

**Child Preview Gala Ticket(s)** \_\_\_\_\_  
(Ages 12 and under) @ \$25 each = \$ \_\_\_\_\_

Amount enclosed for ticket(s) \$ \_\_\_\_\_

#### PAYMENT INFORMATION

☐ Enclosed is my/our check      Check # \_\_\_\_\_  
payable to: **Festival of Trees**

☐ Payment by credit card  
☐ Visa    ☐ MasterCard    ☐ Other \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

#### RETURN CONTRACT TO FOT CONTACT

**Denise McDonald**, Tabletop Trees Chairperson  
7215 Osage, Allen Park, MI 48101 • 313-570-2745  
denise0611@hotmail.com or fotmichigan@hotmail.com

#### FOR OFFICE USE ONLY

Date Contract Received by Chairperson

TOTAL TICKETS

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