



## **2017 FESTIVAL OF TREES DESIGNER COMMITMENT FORM**

*The Festival of Trees is a holiday spectacular featuring trees, wreaths, gingerbread houses and tablescapes designed and donated by the Manhattan area community. The event will be held November 15-17, at the Houston Street Ballroom, with proceeds benefiting the Flint Hills Volunteer Center.*

***Yes, I would like to participate in the 2017 Festival of Trees! I will donate/design:***

\_\_\_\_\_ *Tree – 7 Foot*                      *Theme:* \_\_\_\_\_

\_\_\_\_\_ *Wreath*                                      *Theme:* \_\_\_\_\_

\_\_\_\_\_ *Mantle*                                      *Theme:* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Business/Organization:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City, State, Zip:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Please return this form by **Friday, September 29th** to the Flint Hills Volunteer Center, 2601 Anderson Avenue Suite 200, Manhattan KS 66502, fax to 785.776.8653 or email [info@flinthillsvolunteercenter.com](mailto:info@flinthillsvolunteercenter.com)*

*For more information, please contact Flint Hills Volunteer Center at 785.776.7787*

## 7 FOOT TREE DESIGNER GUIDELINES

### *Planning Your Tree*

- You are responsible for providing your tree within the following guidelines. Trees must be artificial. Height of tree is capped at 7' tall and cannot exceed 8' tall with the tree topper. Please pay attention to the weight of your tree once completed to ensure that the tree pole and base can support the weight without issue. **Trees must measure no more than 32" at the widest point.**
- You must select a theme for your tree. Tree themes will be reserved on a first-come, first serve basis and no two trees may have the same theme.
- When choosing a theme, keep in mind that this is a family-friendly event. The Festival of Trees Committee will review all themes.
- All trees must have tree stands and tree skirts or batting.
- All trees will be moved at least once, therefore all decorations, lights (LED Only) and trim must be wired to the tree. The ornaments must be glued to their caps to make them more stable for movement.
- All trees must have LED lights. To ensure that your tree stays lit for the duration of the Festival of Trees, please use only new, LED lights.
- When decorating, keep in mind that trees can be viewed from all sides.
- All items on and under the tree must be nonflammable.
- No living materials or unwrapped, perishable items are allowed to be used in the creation of your tree.
- If you will need additional space for props such as merchandise, please let us know by Friday, October 30.
- Adding merchandise or gift certificates will add value to the trees for the auction and is strongly encouraged.
- If your tree has any additional items that will be given away with it (gift cards, merchandise, etc.) please provide us with the actual items when you register in an envelope or box clearly labeled with your tree name. You should place copies or empty boxes with the tree.

### *Designer Day – Tuesday, November 14*

- All trees must be decorated at the Houston Street Ballroom on Tuesday, November 14.
- Decorating Hours – 9 am – 4 pm.
- Power strips and extension cords will be provided.
- Come prepared with your own decorating supplies including scissors, florist wire, wire cutters, step stools/ ladders, glue guns, tools, etc.
- Check out with the Designated Volunteer and receive your complimentary ticket to the Festival of Trees Gala.

## **WREATH DESIGNER GUIDELINES**

### ***Planning Your Wreath***

- You are responsible for providing your wreath. Wreaths must be at least 24” wide.
- Wreath hangers and door frame will be provided on Designer Day.
- All wreaths will be moved at least once, therefore all decorations and trim must be wired or glued to the wreath.
- Lights for your wreath are optional. If you choose to use lights, they must be LED. To ensure that your wreath stays lit for the duration of the Festival of Trees, please use only new, LED lights.
- All items on the wreath must be nonflammable.
- No living materials or unwrapped, perishable items are allowed to be used in the creation of your wreath.
- Adding merchandise or gift certificates will add value to the wreaths for the auction and is encouraged.
- If your wreath has any additional items that will be given away with it (gift cards, merchandise, etc.) please provide us with the actual items when you register in an envelope or box clearly labeled with your name. You should place copies or empty boxes with the wreath.
- The Festival of Trees committee reserves the right to place in the silent auction based on number of wreaths received.

### ***Designer Day – Tuesday, November 14***

- All trees must be decorated at the Houston Street Ballroom on Tuesday, November 14.
- Decorating Hours – 9 am – 4 pm.
- Power strips and extension cords will be provided.
- Come prepared with your own decorating supplies including scissors, florist wire, wire cutters, step stools/ ladders, glue guns, tools, etc.
- Check out with the Designated Volunteer and receive your complimentary ticket to the Festival of Trees Gala.

## **MANTEL DESIGNER GUIDELINES**

### ***Planning Your Front Porch/Entryway Design OR Mantel Design***

You must select a theme for your mantel design. Themes will be reserved on a first-come, first serve basis and no two mantel designs may have the same theme.

- When choosing a theme, keep in mind that this is a family-friendly event. The Festival of Trees Committee will review all themes.
- All items placed with the display will be included as part of the auction for guests to bid on and purchase.
- If your mantel design has any additional items that will be given away with it (gift cards, merchandise, etc.) please provide us with the actual items when you register in an envelope or box clearly labeled with your design name.

### ***Designer Day – Tuesday November 14***

- All mantel designs must be decorated at the Houston Street Ballroom on Tuesday, November 14.
- Decorating Hours – 9 am – 4 pm.
- Power strips and extension cords will be provided.
- Come prepared with your own decorating supplies including scissors, florist wire, wire cutters, step stools/ladders, glue guns, tools, etc.
- Check out with the Designated Volunteer and receive your complimentary ticket to the Festival of Trees Gala.