



Designer Commitment

The Festival of Trees is a holiday spectacular featuring trees, wreaths, mantels designed and donated by the Manhattan area community. The event will be held Friday, November 30, 2018, at the Hilton Garden Inn and Manhattan Conference Center, with proceeds benefitting the Flint Hills Volunteer Center.

Yes, I would like to participate in the 2018 Festival of Trees!
I will donate/design:

DESIGNER OPTIONS

- 7FT TREE** Theme: _____
- WREATH** Theme: _____
- MANTEL** Theme: _____

DESIGNER INFORMATION

Name: _____

Business/Organization: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

*Please return this form by **Friday, September 28th** to the Flint Hills Volunteer Center, 2601 Anderson Avenue Suite 200, Manhattan KS 66502, fax to 785.776.8653 or email info@flinthillsvolunteercenter.com*

TREE INFORMATION

PLANNING YOUR TREE

- You are responsible for providing your tree. **Trees must be 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.**
- 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. *(Please keep in mind this is a family-friendly event).*
- 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 could 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 your 7' tree design for props, you must let us know by Friday, October 26th.
- 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 – November 26, 2018

- All trees must be decorated at the Hilton Garden Inn on Monday, November 26, 2018.
- Decorating Hours are 8:00 AM – 3:00 PM. Trees can also be delivered already decorated to be placed at your designated location.
- At check-in, you will be provided with a tree bag. Please place it under your tree stand prior to decorating. At the conclusion of this event, we will use these bags to cover the trees for their protection during delivery.
- 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 INFORMATION

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 – *November 26, 2018*

- All wreaths must be decorated and delivered to the Hilton Garden Inn on Monday, November 26, 2018.
- Decorating Hours – 8 am – 3 pm.
- Wreath hangers, 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 INFORMATION

PLANNING YOUR MANTEL

- You must select a theme for your front porch or entryway design or mantel design. Themes will be reserved on a first-come, first serve basis and no two front porch/entryway 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 front porch/entryway 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 – *November 26, 2018*

- All front porch/entryway designs must be decorated at the Hilton Garden Inn on Monday, November 26, 2018.
- Decorating Hours – 8 am – 3 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.**