



### *Trees of Hope WI Decorator Guidelines*

The following guidelines have been developed to ensure the high quality of this signature fundraising activity:

- A. **Tree Size-** Artificial Trees can be selected of varying sizes up to 5 Ft. Trees should be no wider than a normal doorway, in order to make sure that when they are delivered (fully decorated) that they will fit through a doorway of the home or office of the winning bidder. We have a moving company that will wrap and deliver large trees that cannot be carried out by hand.
- B. **Trees , Wreaths and Table Centerpiece Decorations-** All must be made of artificial materials
- C. **Specialty Items-** Items other than trees, wreaths and centerpieces: Examples are: furniture, outdoor decorations, landscaping service packages, Gift Baskets, mantel pieces.
- D. **Outdoor Decorations-** Holiday items that would typically be used in an outdoor setting. Examples include: nativity scene, Santa in sleigh with Reindeer, snowmen, trees, North Pole, gingerbread house or anything else that celebrates the season.

#### **E. THEMES**

Themes should be chosen for marketing appeal. Creativity is Encouraged. Items must be tastefully decorated. To increase value and marketability of your tree- it is encouraged to include other items- such as gift certificates, a gift basket, or other items that will entice bidders to maximize their bids- Thus helping raise more money !

The Trees of Hope Decorating Committee must be notified of the theme by the September Decorator reception by completing the Program Information Sheet and Decorator Forms

The theme must be acceptable for any home or business and Festival committee reserves the right to decline acceptance of any items that may not be appropriate for a family holiday festival.

- F. **Space around Trees-**Each tree is allowed approximately 2 feet around their tree for placing items: if your decorations exceed this space restriction please contact a chairperson so that accommodations may be made.

#### **G. MATERIALS AND DECORATIONS**

All decorations must be wired on item with florist wire. This prevents damage to decorations and lights during transportation after the Event.

Please keep in mind the total weight of a decorated item and remember that the item will need to be packed in a shipping box to the proud purchaser after the event.

Use flame-retardant or non-combustible decorations. Angel hair is not allowed this product can be dangerous when handled.

Purchased ornaments with an inserted or slip-in hanger must be hot glued at the place where the two pieces meet. This will stabilize the ornament and keep the decoration from slipping off. Gluing must be done prior to decorating day. Hot glue guns will not be allowed at the event location.

Do not use loop hangers on ornaments

Boxes should be labeled with the item number for storage during the Event.

**Garlands:** Use items that are bright, shining, or unusual such as beads, pearls, purchased garland, artificial popcorn or berries. All garlands MUST BE WIRED securely to the item.

**Decorative Fillers:** Baby's breath, broom bloom, starling jip or any other dried floral filler enhances the item and gives it a professional look. Inexpensive and simple items work well including: pinecones, clusters of balls or bells, holly, flowers, fruit or bows.

**Ornaments:** Accent the theme of the tree or mantel. Be sure to have enough ornaments. It is easier to return a few to the store than to search for more at the last minute. Use decorations of high quality, as the tree's buyer may use them for many years. **All sides of the tree are visible and should be decorated**

**Food Items:** Unwrapped food items (such as cookies) used on trees/decorations must be coated with a clear acrylic spray to make them permanent.

#### **H. LIGHTING OF TREES**

All trees should have lights.

Lighting sets must be new and labeled U.L. approved. They must be the type that if one light goes out the remainder of the strings stays lit.

Make sure you provide an extension cord and power strip for your tree.

#### **I. TREE STANDS AND SKIRTS**

Provide a tree stand/base for each tree the base of each tree must be covered.

Quilts, tablecloths, batting, store bought or homemade skirts may be used. Tie in the tree theme with the tree skirt. The tree skirt will be sold with the tree.

#### **J. COMPLIMENTARY SCENE**

Decorate around the base of the tree.

Inexpensive ideas include: baskets, flowers balls, ribbons, handcrafted items or wrapped boxes.

Complimentary scene items enhance marketability, however: it is certainly not a requirement that an item includes these items.

If large items are used, place these under or beside the tree and inform a Decorating Chairperson before decorating day. **ALL ITEMS WILL BE SOLD WITH THE TREE.**

Gift Certificates should be well labeled with decorator name and item number and will be secured by staff during the Event.

#### **K. DECORATOR RECOGNITION**

The theme, decorator and sponsor of each item is listed in the program and displayed on signage on the bid stand during the Event. Also we will acknowledge Sponsors and decorators in our media promotions

#### **L. ADDITIONAL INFORMATION FOR A SUCCESSFUL DECORATING EXPERIENCE**

The Event committee reserves the right to request adjustments to be made to enhance the quality of the display and maintain the high quality we want to establish for this Event.

The Event committee assumes no responsibility for any liability incurred with any aspect of decorating.

A member of each decorator team is required to attend a Decorator meeting.

Decorating Day is scheduled for **Friday November 18th at Radisson Hotel-Mayfair 2303 N Mayfair Rd Wauwatosa- Grand Ballroom / 1<sup>st</sup> Floor Trees and Items must be set up by 8 pm Friday Nov 17<sup>th</sup>, 2017.**

Decorators are responsible for removing litter and garbage before the end of decorating day.

#### **M. EQUIPMENT SUGGESTIONS FOR DECORATING DAY**

Florist wire to wire everything to the tree, Tape (scotch, masking and duct tape) Scissors

Needle-nose pliers with side cutters, Ladders to reach the height of your tree, tape measure

**BE SURE TO LABEL EVERYTHING! THE EVENT IS NOT RESPONSIBLE FOR LOST ITEMS**

**Thank you so very much for being part of our event. We want to make this an enjoyable and rewarding experience for all. If at any time you have any questions or concerns, please contact our Trees of Hope WI committee. Remember – Have Fun this is a great way to Introduce yourself to the Community & Help Others Some photos/video of our previous Events are on our Website, Pinterest and YouTube .**

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