FESTIVAL OF TREES
TREE AND WREATH DESIGNER HANDBOOK
2018
DESIGNER GUIDELINES

As an official Festival of Trees tree or wreath designer, we welcome your creativity and look forward to displaying your decorated item during the Festival of Trees VIP Preview Party and the Showcase & Silent Auction. Within this packet, you’ll find guidelines for the trees or wreaths and an agreement page to fill out and return to the Festival of Trees event planners. All items, decorations and transportation of the tree or wreath to the event are the responsibility of the designer. Designated times will be communicated at a later date.

THE TREE
Specifications: Pre-lit LED artificial tree, 4’ or 7.5’ in height
Decoration logistics: Hot glue the metal ornament cap onto each ornament, then wire all ornaments, garland and other decorations onto the tree. Please tuck in the wire ends carefully. Try to avoid sharp edges on decorations.

THE WREATH
Specifications: Pre-lit LED artificial wreath, minimum of 24” in diameter
Decoration logistics: Decorations must be glued together and wired to the wreath. Please avoid using straw, live plants or other flammable materials.

THE DECORATIONS
While traditional holiday-themed items will sell best, we also encourage unique designs that may include children’s toys, gift certificates, autographed items, tickets or other usable items as part of the decor. These additional items will add value and allow your business to showcase your product, service or cause.

All items will be showcased with the name of the business, individual or group that sponsored the item, as well as the name of the designer (if the two differ).

THE FINE PRINT
Decorations should include the ideals of tasteful, family-oriented displays that do not mix or merge any religious or cultural imagery. Designers should note that upon drop-off, trees and all accompanying decorations, materials or gift items become property of the Festival of Trees. Items are priced to sell at the highest value that can be obtained at this family-oriented fundraiser, which may not be the same value that could be obtained at a crafts fair or private sale.

Items will have a silent auction minimum bid as well as a “buy it now” option. Designers may suggest a retail value, but final price and pricing changes are determined solely by festival event planners.
SAMPLE DESIGNS

Rustic holiday tree

Lilly-inspired tree

Alachua Water Wonderland Wreath

Sweet Street tree

Holiday tree with added value

Product with tree example

Great Alachua Outdoors Wreath

Home for the Holidays Wreath

Added Value
TREE/WREATH DESIGNER AGREEMENT

This form may also be completed online at giving.UFHealth.org/Trees

☐ Yes, I have read and understand the details about tree and wreath decoration outlined in the Tree and Wreath Designer Handbook.

**Select tree size:** ___________4 ft. or ___________7.5 ft.

**Please indicate wreath size** (minimum 24 in.) __________

Contact Name: _______________________________________________________________________________________

Business Name (if applicable): __________________________________________________________________________

Address: ____________________________________________________________________________________________

Contact Phone Number: ________________________________________________________________________________

Contact Email Address: ________________________________________________________________________________

**PLEASE PRINT OR TYPE HOW YOU WOULD LIKE YOUR SPONSORSHIP TO BE RECOGNIZED ON ALL PRINT MATERIALS:**

**Tree/Wreath Donor Name** (as it should appear in print): __________________________________________________

**Tree/Wreath Donor Business Name** (if applicable): _______________________________________________________

**Tree/Wreath Designer Name or Organization**: ___________________________________________________________

By signing below, I am agreeing to provide a fully decorated tree or wreath that adheres to the design standards set forth in the Tree and Wreath Designer Handbook. I will deliver my tree or wreath directly to the event site at the date and time assigned to me by the Festival of Trees event coordinator. I understand that the Festival of Trees event coordinator reserves the right to check in periodically on the progress of my tree or wreath decoration to ensure that trees or wreaths will be suitable and ready for the Festival of Trees event. I understand that all trees, wreaths, decorations and/or any supporting items (i.e., gift baskets, gift cards or promotional products) become property of the Festival of Trees unless indicated in writing from the tree donor and agreed upon by the event coordinator.

Signature: _____________________________________________ Date: ____________________________

MAIL COMPLETED FORM TO:

Attn: Festival of Trees, P.O. Box 100386, Gainesville, FL 32610 or email copy to RITENL@shands.ufl.edu.

**QUESTIONS?** Email or call Lindsay Ritenbaugh at RITENL@shands.ufl.edu or 352.627.5036.
Questions? Contact us:
Children’s Miracle Network Hospitals at UF Health Shands Children’s Hospital

Event Coordinator
Lindsay Ritenbaugh,
Children’s Miracle Network Hospitals
352.627.5036 | RITENL@shands.ufl.edu
giving.UFHealth.org/Trees

IF YOU PREFER NOT TO BE CONTACTED BY UF HEALTH SHANDS FOR FUTURE FUNDRAISING ACTIVITIES, PLEASE NOTIFY US BY CALLING 1.866.682.2372 OR VISITING http://giving.UFHealth.org/opt-out. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE 1.800.435.7352 WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE.