



PRESENTED BY
Atlanta Gas Light



Wreath

DONOR
HANDBOOK

Wreath Space Registration Deadline

OCTOBER 31, 2022

Paperwork and non-refundable \$10 registration fee must be received.

LATE REGISTRATION

We will accept late registration until November 10, 2022. IF spaces are available & all required materials are submitted at that time.

Thank you for your interest in donating a wreath to the Georgia Festival of Trees! You will be creating Christmas magic for thousands of Atlanta families.

Your donation will directly impact our community by raising essential funds to donate to organizations working to end human trafficking and the sexual exploitation of youth and women right here in Georgia. This year the festival will benefit Wellspring Living, an Atlanta-based non-profit helping survivors of sex trafficking.

This packet contains essential information you will need to donate your wreath. These guidelines will ensure that your wreath will sell well and arrive safely at its new home.

If you have any questions, please email us at auction@gafestivaloftrees.org.

With gratitude,
Your Georgia Festival of Trees Family



DROP OFF DAYS

November 17, 2022
12pm - 10pm

November 18, 2022
8am - 2pm

- The Georgia World Congress Center will open for drop-off at noon on Thursday, November 17th and 8am on Friday, November 18th.
- For security purposes, all Wreaths must be delivered by 2pm on Friday, November 18th.
- Keep an accurate record of your expenses for your tax purposes. We do NOT need copies of your receipts. Please keep them for your own records.
- If you need to make adjustments to your wreath on-site, please make sure to bring the necessary supplies including scissors, florist wire, wire cutters, step stool, glue gun, pliers, or an extension cord with you to the Georgia World Congress Center.
- Due to security and safety issues, we recommend children under 16 years of age be left at home.
- More specific information about day-of procedures will be emailed by Tuesday, October 25th. If you have not received any information by that date, please contact us at auction@gafestivaloftrees.org.
- At check out, upon completion of your Wreath, you will receive two "thank- you" tickets that can be used to attend the festival November 19-27, 2022.

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IMPORTANT DATES

2ND ANNUAL GEORGIA FESTIVAL OF TREES

November 18 - Nov 27, 2022
(Closed Nov 23 - Nov 24 for Thanksgiving)

DROP OFF DAY

Thursday, November 17, 2022 (12pm - 10pm)
Friday, November 18, 2022 (8am - 2pm)

WREATH SPACE REGISTRATION DEADLINE

Deadline: October 31, 2022

Paperwork and basic wreath description form (theme, space needed for display, etc) must be completed:

gafestivaloftrees.org/donor/infoform



DECORATING GUIDELINES

Wreath Decorating Guidelines

- Be creative - think of ways to make your wreath stand out.
- Lighted, traditional, Christmas and winter-themed wreaths sell best and for the highest prices.
- Wreath must be artificial.
- The minimum wreath size is 24" in diameter. The maximum size is 40" in diameter.
- Wreath and ornaments must be sturdy, durable, and constructed of high-quality materials.
- Ornament tops must be glued to the ornament. All decorations must be wired or glued to the wreath.
- All decorations should be non-flammable.
- If using battery-operated lights, include any replacement bulbs and fuses. Please include a second set of batteries. Batteries will not be replaced or turned off/on by Festival volunteers.
- Georgia Festival of Trees will provide a door hanger to display your wreath.
- No full-size trees can be included with your wreath. Alpine or pencil trees (4' or less) are acceptable.
- Live plants, water ornaments, snow globes, or other water features are not allowed.
- Garland, potted florals/plants (artificial), cute doormats, and other items are allowed at the base of your door.
- The only written material to be displayed with your wreath is the story card. No advertising or inappropriate material is accepted.
- If your wreath includes a gift card, it must be signed by the company owner or authorized person. Please turn in the gift certificate form and gift certificates to Auction Staff before you check out.
- All wreaths/accessories become the property of the Georgia Festival of Trees and will be priced and sold as such.



JUDGING GUIDELINES

JUDGING CATEGORIES:

- Best in Show
- Most Creative
- People's Choice

JUDGING CLASSES:

- Large Trees
- Small Trees
- Wreaths
- Gingerbread Christmas Scenes

JUDGING PROCEDURES:

- Georgia Festival of Trees invites influential community members to volunteer their time and work together to name the 2022 festival winners in categories Best in Show and Most Creative. While judging, judges will only be privy to the tree, wreath, and gingerbread scene name.
- Each winner will have a ribbon displayed on their custom tree/wreath/gingerbread creation sign during the festival.
- Winners will receive their ribbon after the festival on November 27th.
- The Best in Show and Most Creative winners will be announced Friday, November 18th at the Festival Preview Party, on social media, and the Georgia Festival of Trees website.
- A Festival of Trees admission ticket includes one vote per entry in the People's Choice category. Love a tree or wreath? Buy more votes!
- The People's Choice winners in each judging class will be announced the morning of Saturday, November 26th, on social media and the Georgia Festival of Trees website. Winners will receive their ribbon after the festival ends on November 27th - and bragging rights for next year!



ITEMIZATION OF EXPENSES



Please complete this form and turn it in at check out on Drop Off Day, Thursday- Friday, November 17-18.

To raise as much as possible for the women and children touched by Wellspring Living, we intend to price all auction items to sell. To reach this goal and to comply with IRS requirements, we need your help. It is the decorator's responsibility to maintain careful records and keep receipts of costs involved with the donated item.

This form will help the Georgia Festival of Trees Executive Board determine a fair base price for auction items. The Festival of Trees Executive Board retains the right to adjust any item's price to what the market will bear. Retain all receipts for your tax purposes.

NOTE: GA Festival of Trees does not collect these receipts.

Please list expenses below and bring this form with you on Drop Off Day.

WREATH NAME	
CONTACT NAME	
DONATING BUSINESS	
DECORATOR NAME	

Use reverse side, if needed



GIFT CERTIFICATE FORM

If your creation includes gift certificates, gift cards, or high-priced gifts please complete and submit this form.



REMEMBER: Gift certificates must be signed by the company owner or an authorized company representative.

ITEM NUMBER	
NAME OF ITEM	
CONTACT NAME	
DONATING BUSINESS	
DECORATOR NAME	