



Small  
Tree

DONOR  
HANDBOOK

## Small Tree Space Reservation Deadline

**OCTOBER 31, 2022**

Paperwork and non-refundable \$25 registration fee must be received.

### LATE REGISTRATION

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

Thank you for your interest in donating a Small Tree 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 packet contains essential information you will need to design your tree. These guidelines will ensure that your tree will sell well and arrive safely at its new home.

Moving fully decorated trees requires teamwork from beginning to end, and we ask that you take a few minutes to read through these guidelines to prepare your tree for the big move.

If you have any questions, please feel free to contact us at: [auction@gafestivaloftrees.org](mailto:auction@gafestivaloftrees.org)

With gratitude,  
Your Georgia Festival of Trees Family



## DECORATING DAYS

November 17, 2022  
12pm - 10pm

November 18, 2022  
8am - 2pm

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## IMPORTANT DATES

### 2<sup>ND</sup> ANNUAL GEORGIA FESTIVAL OF TREES

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

### DECORATING DAYS

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

### TREE INFORMATION FORM (REQUIRED)

Deadline: October 31, 2022

Basic tree description form must be completed:  
[gafestivaloftrees.org/donor/infoform](http://gafestivaloftrees.org/donor/infoform)

*\*\*Tree story cards are not required, but are greatly appreciated by auction winners.*

- The Georgia World Congress Center will open to decorators from 12pm-10pm on Thursday, November 17th and 8am-2pm on Friday, November 18th.
- For security purposes, all Small Trees must be completed 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.
- Come Prepared: Bring scissors, florist wire, wire cutters, step stool, glue gun, pliers, drills, screwdrivers, folding chairs, ladder, and clean up tools such as a broom, dustpan, and garbage bags with you to the Georgia World Congress Center. Please label all your supplies.
- 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](mailto:auction@gafestivaloftrees.org).
- At check out, upon completion of your tree, you will receive 6 "thank- you" tickets that can be used to attend the festival November 19-27, 2022.

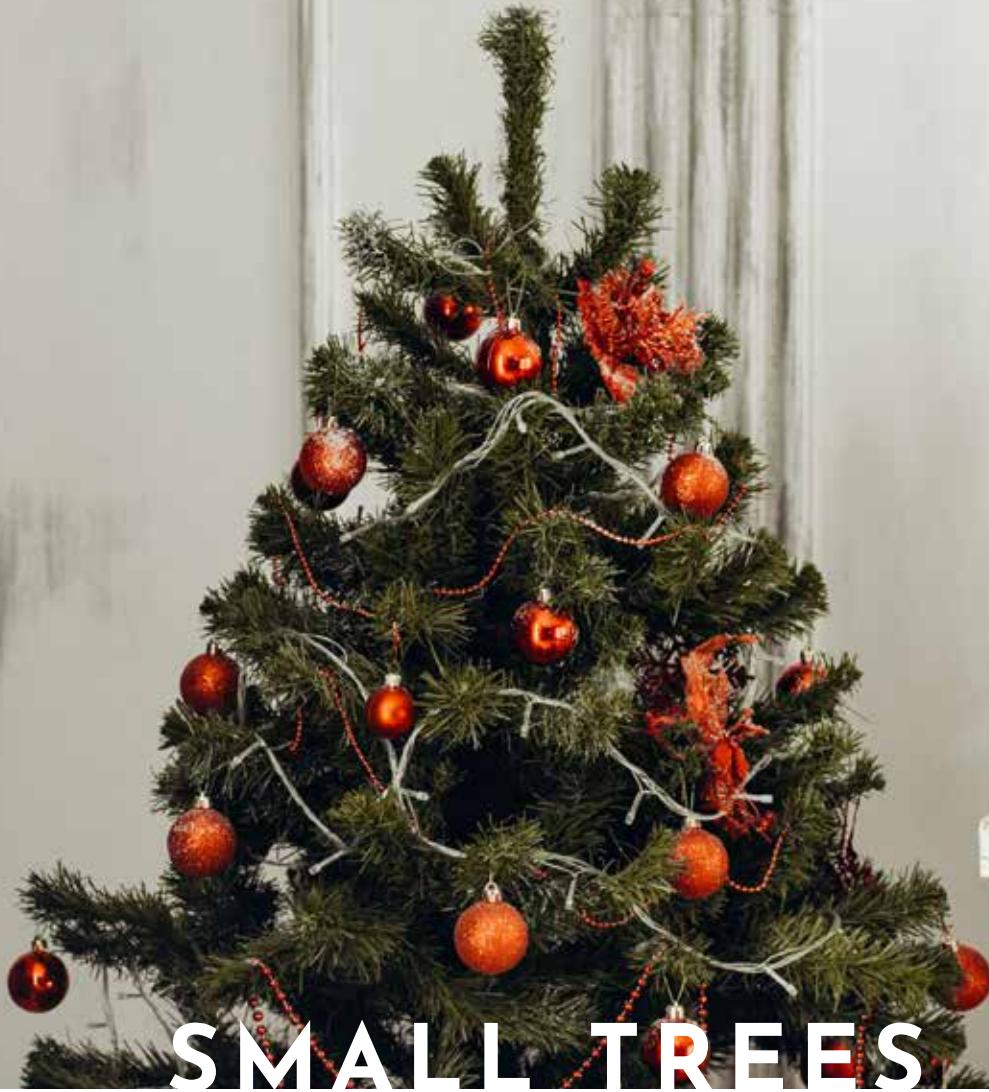
# DECORATING GUIDELINES

- Small trees are 3.5' – 5'. Trees under 3' will be moved to the Centerpiece auction area.
- Use NEW, artificial trees only.
- A tree skirt must be included with your tree - an attractive skirt will help the tree sell at a higher price.
- Attach replacement bulbs and fuses to the tree skirt with a safety pin.
- Please avoid glass ornaments.
- NO water-filled ornaments are allowed.
- All ornaments with removable tops MUST have the tops securely glued in place.
- All lights, garland, picks, and ornaments must be securely wired to the tree using craft wire, floral wire, pipe cleaners, etc.
- Bring extra strands of lights on Decorating Day for replacements, if needed.
- If your tree needs multiple outlets, please provide an extension cord and/or power strip that will be sold with the tree.
- Do not overload the tree with lights. 100 lights per foot is a safe amount and will avoid electrical overload.
- Trees featuring tobacco, weapons, or adult content will not be accepted.
- NO advertising is allowed on or around the tree. We will ensure that your business or organization is highlighted on your tree sign, on the auction site, and in the event program.
- All items under and around the tree will be sold with the tree. All trees and accessories become the property of the Georgia Festival of Trees upon completion and will be priced and sold as such.

# SOME TIPS

- Christmas or winter-themed trees sell best. Avoid using oddly colored trees and obscure non-Christmas themes.
- All items under and around the tree will be sold with the tree. Please avoid decorating with large, heavy pieces of furniture as they are difficult for our volunteers to move.
- If you would like to dedicate your tree to an individual, please contact us at [auction@gafestivaloftrees.org](mailto:auction@gafestivaloftrees.org).





## SMALL TREES

### TREE TRUNK REINFORCEMENT PROCEDURES

Moving a fully decorated tree is an enormous undertaking. During transportation, we have to ensure that the tree sections are held together and that the trunk and stand resist any bending or twisting.

All trees must have joints or sections secured together with heavy duty zip ties. Our volunteers will check your tree to ensure that each tree trunk is secure before you will be able to check out. We are grateful for your adherence to the guidelines. It will help trees to arrive intact at their final destination.

We will provide all the supplies necessary to complete this process. These supplies are included in your \$25 registration fee and can be picked up at the check-in table. If needed, tree doctors will be available to help on Decorating Days.

## 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 expenses form and turn it in at Check-In on Decorating Day (Nov 17-18, 2022).

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 Decorating Day.**

|   |  |
|---|--|
| <b>TREE NAME</b>  |  |
| <b>CONTACT NAME</b>                                     |  |
| <b>DONATING BUSINESS</b> <small>(if applicable)</small> |  |
| <b>DECORATOR NAME</b> <small>(if applicable)</small>    |  |

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    |  |