



# 2023 FESTIVAL OF TREES



## DONOR FORM

Thank you for making a donation to this year's Festival of Trees! All contributions are greatly appreciated. Please complete this form and identify the size of your decorated tree you plan to donate to the Festival of Trees this year.

YOUR NAME \_\_\_\_\_

COMPANY/GROUP NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

## DONATE-A-TREE

I will provide a fully decorated pre-lit artificial tree, in the following size (check one):

TREE SIZE OPTIONS	3 Foot	4-5 Foot	6-7 Foot
✓ CHECK ONE			

- Please email your organization's jpeg, png or other comparable electronic file containing your logo to [info@EastonFestivalOfTrees.org](mailto:info@EastonFestivalOfTrees.org)
- Each Tree at the Festival has a Name and/or Theme-please write your's in the Description Area below. This is ***NOT*** to be confused with the Company/Group Name above, which is how you want to be recognized for your contribution. If you know your tree name at the time of completing this Donor Form, please write your tree name below (if you do not, see next step).
- If you have yet to name your tree at time of Donor Form submission, please email the Name or Theme of your Tree by *October 31, 2023* to [info@eastonfestivaloftrees.org](mailto:info@eastonfestivaloftrees.org). We need this information ahead of time for the Festival's Program and other published materials. If we do not have a Tree Name/Theme you will be contacted via email and/or phone to obtain this information. We are always here to help if you have any questions!

**TREE NAME/THEME** \_\_\_\_\_

- If your organization would like to include a "giveaway" or informational brochure or postcard in the "gift bags" that are handed out to the Festival attendees (purely optional), please contact us at [info@eastonfestivaloftrees.org](mailto:info@eastonfestivaloftrees.org) to make arrangements or to learn more about this option. The deadline to inform us of your participation is *October 31, 2023*.
- Forms can be sent to us multiple ways:
  - o Scanned and emailed to [info@eastonfestivaloftrees.org](mailto:info@eastonfestivaloftrees.org)
  - o Faxed to 781-344-1052
  - o Mailed to *Easton Charitable Trust, Inc., PO Box 79, North Easton, MA 02356*

## DONOR BENEFITS

We make every effort to recognize all our donors on tree signs, in our program book, on our website, social media and other marketing tools we use to advertise our event and donors. We are a 501c3 charitable organization. In compliance with IRS codes, your contribution may be tax deductible.

## IMPORTANT INFORMATION FOR DONORS

### DONOR TREE SET UP DATES FOR 2023

- Trees may be set up *Sunday, November 19 - Tuesday, November 21, 10AM and 5PM (extended hours on Tuesday, November 21 until 7pm)*.
  - A Festival of Trees (FOT) Board Member will direct you to an assigned space for you to set-up your donated tree. In addition, they will review your tree with you to ensure it complies with the Rules & Guidelines, and offer any expert advice necessary.
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### TREE RULES DO'S & DON'TS

#### **ALLOWED**

- All donated trees become the property of the Easton Charitable Trust and are raffled as part of this fundraiser, including all items and accessories under and around the trees. *Do not include any items you want returned; all items are given to the winners of the tree.*
- Trees must be artificial (pre-lit, preferably LED, if possible).
- Secure ornaments and decorations to the tree with wire or ornament hangers. *Twist the wire to ensure the ornament will stay on the tree as it may be moved several times.* We suggest you glue any loose metal ornament caps onto the ornament.
- In the event a repair is needed, after set-up (e.g., tree accidentally gets knocked over, ornaments were shifted, tree skirt needs to be adjusted, etc.), Board members have the right to make necessary repairs for the enhancement of the display.
- Please save ornament and tree boxes for winners (if possible).
- Examples of tasteful tree themes: in memory of someone, advertise your business or club, traditional or contemporary Christmas, Disney, toys, fashion, jewelry, sports, fishing, gardening, wine, spa, vacation, arts, crafts, etc.

#### **NOT ALLOWED**

- Live Trees are not allowed inside the building.
  - Perishable or edible food items on the tree (exception: heavily shellacked).
  - Walls or barriers surrounding your tree that create an obstruction.
  - Inflated lawn ornaments or decorations.
  - Water ornaments, globes or other water features.
  - Trees featuring medication, tobacco or adult content material.
  - Advertising of inappropriate ads or materials (this is a family event).
  - Adhesives or anything that sticks to the floors or wall.
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### CONTACT US

Email us with any questions: [info@eastonfestivaloftrees.org](mailto:info@eastonfestivaloftrees.org). For more information about this year's Festival of Trees, visit our website: [www.eastonfestivaloftrees.org](http://www.eastonfestivaloftrees.org). We greatly appreciate your time and effort in decorating a tree in support of this year's Festival of Trees. Your interest and enthusiasm to participate in this event is what makes it so magical. Thank you very much!