



## DONOR TREE INSTRUCTIONS & GUIDELINES

### TREE DONATION REGISTRATION

- Complete the Contact Information on the DONOR/SPONSOR FORM and circle the Size Tree you will be providing in the Donate a Tree Section.
- Each Tree at the Festival has a Name and/or Theme-please write your's in the Description Area. Festival of Tree (FOT) Designers can help with this if you need some inspiration. This is *NOT* to be confused with the Company/Group Name which is how you want to be recognized for your contribution.  
Forms can be sent to us multiple ways:
  - Scanned and emailed to [info@EastonFestivalOfTrees.org](mailto:info@EastonFestivalOfTrees.org)
  - Faxed to 781-344-1052
  - Mailed to *Easton Charitable Trust, Inc., PO Box 79, North Easton, MA 02356*

### TREE THEMES / MEMORABILIA

- You may decorate a tree in memory of someone, advertise your business or club, or just have a great idea for a tree-it's up to you!
- Examples of themes include: Traditional, Contemporary, Historical, Disney, Toys, Fashion, Jewelry, Sports, Fishing, Gardening, Wine, Spa, Vacation, Arts, Crafts, etc.
- In order to preserve and maintain the purpose and integrity of this special event, memorabilia included on a tree would be defined as something in good taste, valued or collected within a popular field of interest.
- Your business flyers or coupons may be placed under the tree or handed to each visitor over 16 years of age as they enter the event, handed out by the Easton Charitable Trust volunteers.

### TREE RULES & GUIDELINES

- All donated trees are raffled as part of this fundraiser:
  - At the end of the Festival, all trees become the property of the Easton Charitable Trust and are raffled (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 if possible).
- If you are placing lights on an unlit tree, be sure all lights are New with UL Listing (preferably LED). Suggested: 3 strands (100 lights per strand, per extension cord) or 4 strands (50 lights per strand, per ext. cord). Read the light box instructions for details. If using pre-lit trees, do not add additional lights to the tree.
- All decorations must be non-flammable or fireproofed. Crafted and store-bought decorations can be enhanced to suit your theme. Edible ornaments are prohibited. Cookies, candy, etc. should be heavily shellacked or sealed.
- A Tree skirt must also be provided. If using batting as a tree skirt, fire retardant batting must be used.
- Trees can be viewed at all angles. Please ensure it is fully decorated using fillers, garlands, decorations and ornaments. Decorations must be in proportion with the size of the tree.
- Any hand-crafted decorations must be created before your tree set-up day
- Bring necessary supplies: scissors, florist wire, step stool or ladder, etc. We suggest you also put your name on all tools and supplies.
- 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.
- Please save ornament and tree boxes for winners, if possible.

### NOT ALLOWED

The following **ARE NOT** accepted at the Festival of Trees:

- Live Trees are not allowed inside the building.
- Trees featuring medication, tobacco or adult content material.
- Advertising of inappropriate ads or materials (this is a family event).
- Water ornaments, globes or other water features.
- Perishable or edible food items on the tree (exception: heavily shellacked).

- Walls or barriers surrounding your tree that create an obstruction.
- Inflatable lawn ornaments or decorations.
- Adhesives or anything that sticks to the floors or wall.

## DONOR TREE SET UP

- Trees may be set up Sunday, November 20<sup>th</sup> thru Tuesday, November 22<sup>nd</sup> between the hours of 10AM and 5PM (extended hours on Tuesday until 7pm).
- Allow yourself sufficient time to both assemble the tree and to decorate it.
- On the day of Set Up, 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. 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.
- Deadline for Trees to be completed: Tuesday November 22, 7pm.

## CONTACT US

Festival of Trees (FOT) Board:

- Nancy Cohenno: 781-706-8330, NancyC314@aol.com
- Bettina Hoffman: 508-728-8097, BettinaHoffman@comcast.net
- Cathy Estey: 508-989-0270, CEstey0226@gmail.com
- Patricia Grogan: 508-944-3652, Patricia.Grogan52@gmail.com
- Shelley Bashaw: 508-726-9438, Shelleybashaw@comcast.net
- Jill Cathie: 508-364-5555, JillCathie@gmail.com

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 this event so magical. Thank you very much!

## TAX DEDUCTION

The Easton Charitable Trust is a 501(c)(3) charitable organization. In compliance with IRS codes, your contribution may be tax deductible.