



CASA of the Parkland's *Festival of Trees*



CASA of the Parkland would like to invite you to join the fun this Christmas season by participating in our 6th annual **Festival of Trees** at the First State Community Center (formally the Centene Center) in Farmington, MO! The event will take place **November 28th and 29th!**

As a designer, your tree, wreath, or gingerbread house will help fill and transform the Centene Center into a brightly lit, magical forest of FUN and bring in the JOY of Christmas! All designer trees and wreaths will be placed up for bid during the online silent auction. We can not wait to see everyone's magical creations!

All proceeds from Festival of Trees will support CASA of the Parkland's ongoing advocacy for abused and neglected children in the foster care system throughout the 24th circuit (St. Francois, Madison, Washington, and Ste. Genevieve counties) by giving them a CASA volunteer until they are in a safe, permanent home.

If you have any additional questions feel free to contact CASA of the Parkland at festivaloftrees@casaoftheparkland.org or (573) 664-1299. Thank you for your consideration to support CASA of the Parkland and continue to make Festival of Trees a community tradition to jump start the Christmas season in the parkland!

Sincerely,
JoAnna Watts
Executive Director
CASA of the Parkland
211 North A. St.
Farmington, MO 63640
c: (618) 713-5932
o: (573) 664-1299





CASA of the Parkland's *Festival of Trees*



Please complete and return this application to the Festival of Trees. Acceptance is based on a first-come basis. When your application is approved and the \$30 entry fee is received (only for stand-alone trees and Gingerbread competition entries), you will receive a confirmation by email along with a scanned copy of your application. If you need additional information, please contact the CASA of the Parkland office at (573) 664-1299 or email festivaloftrees@casaoftheparkland.org.

Business name: _____

Contact person(s): _____

Mailing address: _____ **City/State:** _____ **ZIP:** _____

Phone: Cell _____ **Home** _____ **Office** _____

Email address: _____

(To help save money and paper, please add an email address for confirmations. If you do not have an email address, a confirmation will be mailed to the address above. Thank you.)

I/We are applying to design and decorate the following item(s): Please circle

Free-Standing Unlit Tree (7-7.5ft)

Wreath

Table Top Tree (24"-36")

Gingerbread Village Contest (circle one): Youth (7-13) Youth (14 -17) Adult 18 or older Business/Group

Please print name AS IT SHOULD APPEAR ON SIGN:

Donating Designer: _____

Please check that you have read and agree to the following:

- I/We understand the Festival of Trees will:
 - Provide a high-quality artificial tree with an appropriate stand or wreath (with the exception of Table Top Trees, which the Designer donates).
 - Design the Festival of Trees floor plan to incorporate appropriate space for each tree and make an assignment of tree location.
 - Provide appropriate display of table top trees, Gingerbread Village designs, and wreaths.
- I/We have read and understand the Designer Guidelines.

Sign _____

Date _____

There is a \$10 for all wreaths, \$30 for all 7.5ft Free Standing Trees, and \$30 for Gingerbread Village entry fees. You may pay with check or credit card. All checks made payable to: CASA of the Parkland.

Name on card: _____ **Expiration date:** _____

Card number: _____ **CVV:** _____

Signed: _____ **Date:** _____ **(Applicant Signature)** _____ **(Festival of Trees)** _____ **Date:** _____

Mail to: Festival of Trees, Attn: Designer Team, 211 North A. St., Farmington, MO 63640.
Email to: festivaloftrees@casaoftheparkland.org

FOR OFFICE USE ONLY: _____ **Website** _____ **Signage**

_____ **VIP Night** _____ **Final instructions**

Designer Guidelines



About Your Donation

Thank you for participating in the **6th annual Festival of Trees November 28th and 29th, 2025**. All participating designers will receive additional information including a donor inventory sheet mid-November. The donor inventory sheet must be completed by the designer and submitted during set-up or delivery of your item. The information provided will be used by CASA of the Parkland to price your donation. CASA of the Parkland reserves the right to set minimum bids to encourage sales.

All designer items are considered a donation to CASA of the Parkland Festival of Trees and will be auctioned to benefit CASA of the Parkland. Any unsold item may be donated to another charity.

Designer Calendar – Timeline

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|----------|---|
| August | Designer recruitment begins. Applications accepted on a first-come basis. |
| October | Sign Confirmation and return VIP night and number of attendees. |
| November | Final instruction packet emailed to all designers. |

Monday, November 24, 2025

- Designers may begin on free-standing trees.
- Exact times will be confirmed in the final instruction packet.

Tuesday and Wednesday, Nov. 25 and 26

- Delivery of tabletop trees, Wreaths, and Gingerbread designs.
- Designers continue decorating their free-standing tree.

Wednesday, Nov. 26

- All trees and platforms must be completed by 12pm.
- VIP night "First Look" for designers, sponsors, volunteers, and their guests, 5:00pm-7:00pm.

Gingerbread Competition



Guidelines & Additional Information for Gingerbread Village Designs

The deadline for all Gingerbread Village entries is November 25th, 2025

"Best in Show" Cash Prizes: 1st Place=\$200; 2nd Place=\$100; 3rd Place=\$50

- Structure base to be made of solid 3/8" plywood (or equivalent) no larger than 18in by 18 in. The plywood base must be covered with heavy duty aluminum foil and fully decorated with icing and other food/candy appropriate to scenery around the house. Main structure/design is not to cover 2/3 or more of the base. Remaining area can be used as landscape design.
- Entries must be original, no gingerbread kits allowed. Creativity is encouraged to make your house as fanciful as possible.
- No peanuts, tree nuts or any nuts allowed.
- All Gingerbread Houses must be 100% edible candy/embellishments/materials except for lights 'inside/outside' the house. Non-edible support structure material other than the baseboard may not be used. No artificial interior materials, such as Styrofoam or wood, are to be used to construct or decorate the house.
- Non-edible decorations, such as paint, ribbon, figurines, etc. may be used ONLY to decorate your base.
- A list of materials used to create your Gingerbread House along with a title and brief description is required.
- A business card (2"x3-1/2") to be placed on the front right corner. Please leave this area clear/undecorated.
- All entries must designate a category on the Designer Application.
- Entry becomes the property of CASA of the Parkland and they have the right to exhibit photograph and move the entry. Designers will hold them harmless for any damage that may result in the moving of the entry.
- Each entry must have a signed entry form and pay the sum of \$30 by check, cash or credit card as designated on the Designer Application.
- All Gingerbread entries must be dropped off at the Centene Center, 2 Black Knight Dr. Farmington, MO. by 12pm November 27th. I understand no late entry will be accepted.
- All entries must be picked up by December 1st by 5pm or they will be disposed of unless they have been purchased or chosen to be on display.

