



CASA of the Parkland's *Festival of Trees* &



GINGERBREAD COMPETITION!

CASA of the Parkland would like to invite you to join the fun this Christmas season by participating in our **4th annual Festival of Trees at the Centene Center** in Farmington, MO! The event will take place **November 24th and 25th, 2023!**

As a designer, your tree, wreath, or gingerbread design 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.

Please find the Designer Application and Designer Guidelines attached. 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
400 N. Washington St., Suite 105
Farmington, MO 63640
c: (618) 713-5932
o: (573) 664-1299





Designer Application 2023



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 entry fee is received (only for stand-alone trees and wreaths), 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

1. Free-Standing Unlit Tree (7-7.5ft)

2. Wreath

4. Table Top Tree (24"-36")

4. Gingerbread Village Contest (circle one): a. Youth (7-13) b. Youth (14 -17) c. Adult 18 or older d.

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 wreaths and \$30 for all 7.5ft Free Standing Trees entry fee. You may pay with check or credit card. All checks made payable to: CASA of the Parkland.

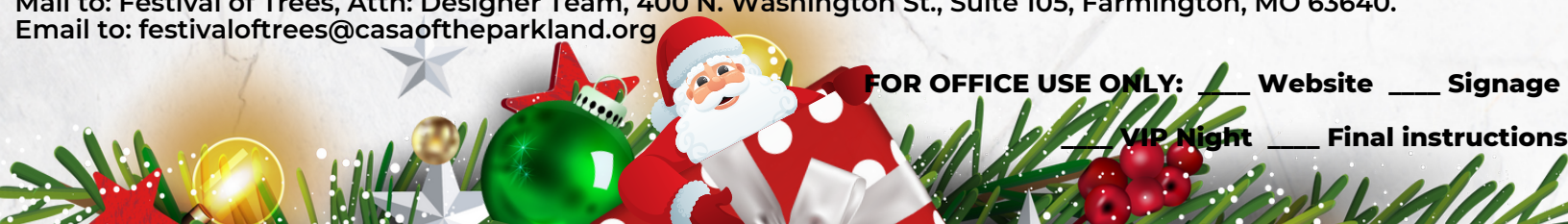
Name on card: _____ **Expiration date:** _____

Card number: _____ **CVV:** _____

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

Mail to: Festival of Trees, Attn: Designer Team, 400 N. Washington St., Suite 105, Farmington, MO 63640.
Email to: festivaloftrees@casaoftheparkland.org

FOR OFFICE USE ONLY: _____ **Website** _____ **Signage** _____
_____ **VIP Night** _____ **Final instructions** _____





Important Dates



About Your Donation

Thank you for participating in the 4th annual Festival of Trees November 24th and 25th, 2023. 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

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.

Tuesday, November 21, 2023

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

Tuesday and Wednesday, Nov. 21 and 22

- Delivery of tabletop trees, Wreaths, and Gingerbread designs.

Wednesday, Nov. 22

- All trees and platforms must be completed by 4pm.
- VIP night "First Look" for designers, sponsors, volunteers, and their guests, 5:30pm-7:30pm.

Thursday, Nov. 23

- Online Bidding starts at 12pm!

Friday-Saturday, Nov. 24-25

- Festival of Trees is open 9am-8pm at the Centene Center.

Sunday, Nov. 26

- Delivery of free-standing trees.



Designer Guidelines



General Tree Guidelines for free-standing trees and tabletop trees.

CASA of the Parkland will provide a 7ft-7.5ft unlit tree. Please ensure trees are well lit, decorated with a generous amount of ornaments and are balanced and symmetrical.

- As you are designing your tree, please be mindful of weight and height. Each tree will be moved from its locations on the show floor and loaded on a truck for delivery to the purchaser. Exceptionally tall tree toppers are in danger of being damaged during delivery.
- Height limit for trees is 9 ft. Each 7.5 ft. tree must be loaded onto a truck for delivery. This will prevent any tree toppers from being damaged in delivery. Also, please be mindful of the weight of the decorations being put on the tree. When trees are too heavy it makes delivery very difficult.
- Each designer is limited to one freestanding tree.
- All trees with the exception of tabletop trees must be decorated at the Centene Center.
- All trees must have decorated tree skirts fully encircling the base and covering the tree stand. Tree skirts must remain with the tree for the purchaser.
- All trees must have items displayed under the tree e.g. empty wrapped boxes, merchandise or other seasonal decorations. All items remain for the purchaser.
- Use a minimum of one string of 100 lights for every 12 in. e.g. a 7 ft. tree would have a minimum of 700 lights.
- Start with a foundation of clear lights even if you're planning to use colors. Colored lights on their own are not bright enough.
- Please use miniature lights only. Large bulbs get too hot. LED lights are acceptable and recommended. Only use lights that continue to burn even if one bulb goes out.
- Use lights only with end-to-end construction so string can be attached. No more than three strings of light can be consecutively attached to prevent loss of power. LED lights can have more strings attached together.
- Only use lights with wire that match the tree; no white cords on green trees.
- All designers must provide a multi-plug power strip and all tree lights must be plugged into it. Only 15 strings of lights can be attached to one power strip.
- All ball ornaments with inserted or slip-on hanging attachments must be securely glued in.
- All ornaments, lights, garland or other material must be securely twist-wired to the tree using floral wire.
- Commercial brand-name items advertising a specific product/service are not allowed on trees, but only under the tree.
- No paint or flocking of any kind is permitted. Use of odor producing substances or chemicals is forbidden for health and safety reasons.
- Photos or names of people are not allowed on or under trees. Trees in memory or in honor of someone may only be listed on the tree or designer sign.
- Balloons, live plants, hay or other highly flammable items are not allowed.

Table Top Tree Guidelines (see general tree guidelines)

- Table Top Trees may be 24" to 36" in height, and may be any color of artificial tree.
- All trees must have electric lights or can use battery powered lights. -If lights are used, the designer must provide a multi-plug power strip or extra batteries for each door design.
- Multi-plug power strip(s) will be sold with the door design and will become the property of the purchaser.
- All table top trees must be delivered to the Centene Center fully decorated and ready for display.