



CASA of the Parkland's

Festival of Trees

EVENT DATES

Friday & Saturday
November 27-28, 2026
First State Community Center
Farmington, MO

DESIGNER APPLICATION

Thank you for supporting CASA of the Parkland's Festival of Trees! Please complete this application. Acceptance is based on a first-come, first-served basis. Once your application is approved, you will receive a confirmation by email (or mail if no email is provided).

1. CONTACT INFORMATION

Business/Organization Name: _____
Contact Person(s): _____
Mailing Address: _____
City/State: _____ ZIP: _____
Phone: _____ Email: _____

2. SELECT YOUR ITEM(S)

Please select all that apply and complete the additional information.

☐

**FREE-STANDING
TREE**

(6.5 - 7.5 ft)

\$30 Entry Fee

(CASA provides tree)

Select tree size:

☐ 6.5 ft ☐ 7 ft ☐ 7.5 ft

☐

WREATH

\$10 Entry Fee

(if CASA provides wreath)

No fee if you provide
your own wreath.

☐

TABLE TOP TREE
(24" - 36")

No Entry Fee

(Designer provides tree)

☐

**THE GREAT
GINGERBREAD
SHOWDOWN**

No Entry Fee

Votes will be taken
for the top entries!

3. DESIGN INFORMATION

Donating Designer (Name as it should appear on the display sign): _____
Theme of Your Design (if known): _____

4. AGREEMENT

- ☐ I/we have read and understand the Designer Guidelines.
☐ I/we agree to the guidelines and deadlines and understand that all items become property of CASA of the Parkland to be sold through the online silent auction (or donated if unsold).

Signature: _____ Date: _____

5. PAYMENT INFORMATION

Payment is not required for tabletop trees or gingerbread entries.
Payment is only required if CASA is providing the tree or wreath.

- ☐ Check Enclosed (made payable to CASA of the Parkland) ☐ Credit Card (complete below)

Name on Card: _____

Card Number: _____ Exp. Date: _____ CVV: _____

Signature: _____ Date: _____



Mail to: Festival of Trees, Attn: Designer Team
211 North A St., Farmington, MO 63640



Or email to:
festivaloftrees@casaoftheparkland.org



CASA of the Parkland's *Festival of Trees*

DESIGNER CALENDAR & GUIDELINES

DESIGNER CALENDAR

AUGUST

- Designer recruitment begins.
- Applications accepted on a first-come, first-served basis.

OCTOBER

- Sign confirmation and return VIP night and number of attendees.

EARLY NOVEMBER

- Final instruction packet emailed to all designers.

SUNDAY NOVEMBER 22, 2026

- Designers may begin decorating their free-standing trees.
- Exact times will be provided in the final instruction packet.

MONDAY – WEDNESDAY NOVEMBER 23–25, 2026

- Delivery of tabletop trees, wreaths, and gingerbread designs can begin.
- Designers may continue decorating free-standing trees.

WEDNESDAY NOVEMBER 25, 2026

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

ABOUT YOUR DONATION

Thank you for participating in the Festival of Trees! Your creativity helps transform the First State Community Center in Farmington, MO into a magical forest of Christmas and supports abused and neglected children in foster care throughout the 24th circuit (St. Francois, Madison, Washington, and Ste. Genevieve counties) by providing best-interest advocacy through CASA volunteers.



All designer items are considered a donation to CASA of the Parkland and will be sold through an online silent auction. Any unsold item may be donated to another charity.



CASA reserves the right to set minimum bids to encourage sales.



All participating designers will receive an inventory sheet mid-November to complete and submit during set-up or delivery of your item.



QUESTIONS?

Please contact CASA of the Parkland at
(573) 664-1299 or
festivaloftrees@casaoftheparkland.org.

TREE, WREATH & TABLETOP GUIDELINES



FREE-STANDING TREES (6.5 – 7.5 ft) **\$30 Entry Fee** (CASA provides tree)

- Select 6.5 ft, 7 ft, or 7.5 ft tree.
- Use only LED lights.
- Tree must be fully decorated and ready to display.
- All decorations, ornaments, and accessories must be securely attached.
- Use family-friendly items only.
- Tree skirt, buckets, or base should be included if part of the design.



WREATHS **\$10 Entry Fee** (if CASA provides wreath)

- No fee if you provide your own wreath.
- Use only LED lights. (if applicable).
- Must be fully decorated and ready to display.
- Include any stand or hanging materials.
- All decorations must be securely attached.



TABLETOP TREES (24" – 36") **No Entry Fee** (Designer provides tree)

- No entry fee.
- Designer provides the tree.
- Use only LED lights.
- Must be fully decorated and ready to display.
- Use family-friendly items only.

GENERAL GUIDELINES (TREES, WREATHS & TABLETOP TREES)

- All items must be family-friendly.
- Use only LED lights.
- Items must be fully decorated and ready to display.
- All decorations, ornaments, and accessories must be securely attached.
- Do not use perishable items that could melt or spoil.
- Designers are responsible for transporting and delivering their items during the scheduled times.
- First State Community Center will not be responsible for any lost or damaged items.
- CASA reserves the right to set minimum bids.
- Original designs only (no pre-made kits).



CASA of the Parkland's *Festival of Trees*

THE GREAT GINGERBREAD SHOWDOWN

PEOPLE'S CHOICE AWARDS

Get ready to show off your creativity and spread a little Christmas magic! individuals, families, businesses, and groups are invited to participate in The Great Gingerbread Showdown during Festival of Trees.



NO ENTRY FEE

All entries
are welcome!



\$1 = 1 VOTE

Festival visitors can
support their favorite
gingerbread creations
by casting dollar votes.
All proceeds benefit
CASA of the Parkland.



THREE WINNERS

The three gingerbread
creations receiving the
most dollar votes
will be recognized
as our People's
Choice winners!

GINGERBREAD HOUSE GUIDELINES

- No entry fee – all entries are welcome!
- Votes will be taken for the top three entries (no cash prizes).
- All gingerbread creations must be fully assembled and ready to display.
- Entry should be on a sturdy base (maximum 18" x 18").
- Must be family-friendly.
- Use edible materials for the structure and decorations.
- Non-edible decorations may be used on the base (except lighting).
- Include a title, brief description, and list of materials.
- Designers are responsible for transporting and delivering their entry during the scheduled times.
- Complete and submit the inventory sheet provided in your final instruction packet.
- Please do not use perishable items that could melt or spoil.
- Original designs only (no pre-made kits).
- CASA reserves the right to set minimum bids.



IDEAS TO SPARK YOUR CREATIVITY



- Classic gingerbread house
- Holiday village or scene
- Favorite book, movie, or TV theme
- Local landmark or business
- Unique and imaginative designs are encouraged!