



Tips for Planning Your Donor Tree!

SeaFestival of Trees provides a wonderful opportunity to both support local charitable organizations as well as to promote your business or organization, showcase creativity and involve your co-workers, membership, students, family or friends.

TREE THEME

Be as creative as you like; your tree theme is up to you. Assemble a tree decorating team of work colleagues, organization members, neighbors, family, friends, book club, students, Pokeno Group – anyone is welcome to donate a decorated tree!

TREE SIZE AND TYPE

All trees must be artificial and may range from 2 ft. to 8 ft. tall. For power supply purposes, all trees **MUST HAVE LED LIGHTS. CHECK THE BOX AND MAKE SURE THE LIGHTS ARE SPECIFIED AS LED.**

YOUR DONATION

The tree and its adornments are your donation. Once the completed tree is delivered on site and set-up by you, it becomes the property of the Sea Festival of Trees and will be raffled off as part of the event's fundraising efforts. We can provide you with a donation verification letter should you desire it for tax purposes.

TREE DECORATING AND SET UP TIPS

- The total height (including tree toppers) cannot exceed 10 ft. All items placed with the tree are part of the raffle
- Trees should have a tree skirt, topper and lights
- Edible items, spray adhesives, loose glitter, confetti or artificial snow are prohibited
- Spraying or hot gluing on-site is prohibited
- Do not hot glue or staple anything to the cloths covering the tree stands
- Items of value such as gift certificates or tickets should be given to a Festival Board member upon check-in. Place copies on the tree. The originals will be given only to the winners.
- Ornaments or items of value should be wired to or secured under your tree
- Plan on allowing 2-6 hours for set-up, and bring a step stool or ladder with you if needed.
- The Festival team will determine where the tree is to be displayed. You will be directed to an approximate location for set-up. Depending on the size of your tree, a stand may or may not be used. Your tree may be moved.
- Please take all packaging and boxes with you when you leave. Do not leave anything overnight if you have not finished decorating.
- Keep in mind that trees may be viewed from all sides
- Blue Ocean Event Center will be open for tree set up and decorating on Tuesday, November 15, and Wednesday, November 16, from 10am to 7pm. All trees must be completely set up by the close of set-up on Wednesday, November 16, 2016. Tree judging will take place on Thursday, November 17, 2016.