



**Daviess Community Hospital
2nd Annual Festival of Trees
Tree Decorators Guide**

Saturday, November 16, 2024

The Montgomery Ruritan

Festival Timeline

- **September 16 – Full applications & Tree Descriptions due**
- **September 23 – Final revisions to applications due**
- **November 15 – Tree set-up from 9:00 a.m. – 6:00 p.m.**
- **November 16 – Festival of Trees Events**
 - **Free to the public from 3 p.m. – 5 p.m. with People’s Choice Judging**
 - **Ticketed Gala Event and Tree Auction opens at 6 p.m.**
- **November 17 – Tree delivery from 10 a.m. – 2 p.m.**



Tree Requirements:

Use only artificial trees, 6 ½' to 12' tall, with metal tree stand, tree skirts are required. Larger tree skirts are recommended to cover the base and area around the tree.

Fasten decorations to your tree with wire. Decorations should be high in quality and enhance the overall value of the tree.

No living materials or edible food items may be used.

The tree, stand and all decorations become the property of the tree buyer and cannot be returned to donor.

Tree Design and Theme:

Our theme for this year’s event is *“Winter Wonderland,”* and your tree should reflect this enchanting and magical atmosphere. Your tree should be adorned with decorations that capture the essence of a true winter wonderland. Pay attention to overall cohesion of your tree. Each decoration should work together to form a unified package. Avoid overcrowding the tree, as this can detract from its elegance. Your tree should reflect your personal style and creativity. Let your imagination soar!

Gifts Under the Tree

Most people like to put an assortment of gifts under the tree since it increases its auction value—even if they are just for show! *This is your choice; you do not have to include gifts.*

Valuing Your Tree

The value of your tree includes the tree itself, purchased or handmade ornaments, additional lighting, tree skirt and any additional décor you include. There may be tax deductions available so this information is important.

Each tree decorating team contact person will receive a thank you letter which will include our nonprofit tax identification number and the tree value you have submitted. Please ask your tax advisor(s) if your tree donation is tax deductible.

People's Choice Award

People attending the Festival on Saturday can vote for their favorite tree. The votes are counted after 5:00 p.m. and a People's Choice Award ribbon will be placed by the winning tree. The winning tree decorator team will receive not only bragging rights for the year but also the award ribbon, a write-up on the Festival website and, hopefully, in the newspaper, and gift certificate.



2024 Festival of Trees Tree Decorator Application

Applications may be submitted *at any time*, but no later than **September 16, 2024**.

Applications will be accepted ***first come, first serve – space is limited.***

Tree descriptions may be submitted after the application, but must be turned in by Sept 23, 2024.

Name of Tree: _____
(Please PRINT the tree name as you wish it to appear in the event program)

Business or Decorator Name(s): _____
(Please PRINT the names of your decorating team as you wish them to appear in the event program)

Contact Name: _____ Mailing Address (Please indicate if home or work)

Contact Phone: _____ City, State, Zip
Primary Number to Be Used

Other Phone: _____ Contact Fax: _____
(Please indicate if home, work or cell number)

Contact Email: _____

Estimated value**: _____

**Please indicate estimated value of the tree. (The value equals the cost of the tree plus the ornaments, other decorations, gifts, gift certificates, etc. If the value changes substantially prior to the tree auction, contact us as we share this information with the tree buyer.)

Contact Signature: _____ Date: _____

Tree Description – IMPORTANT DUE SEPT 16th

Please describe your tree in the space below (30 – 100 words). Be sure to include any special information such as a special theme, a brief description of the color scheme and/or the decorations [e.g. red and gold decorations bringing to mind the Victorian era], items under the tree, if the tree is decorated in memory of someone, any handmade ornaments, gift certificates, etc. Your description (edited for space) will appear in the program. If this is not enough space, please attach a separate sheet.

Thank you for your generous support of Daviess Community Hospital's MIH Program and Perinatal Pathways!

If you have questions, or for additional information, please contact us. Submit the completed application

to: Daviess Community Hospital Attn: Carrie Shaw or Dalus Rich

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Phone: 812-254-2760 Fax: 812-254-8850 CShaw2@dchosp.org