



Wreath

DONOR
HANDBOOK

Wreath Space Registration Deadline

OCTOBER 31, 2023

Paperwork must be received.

LATE REGISTRATION

We will accept late registrations until
November 10, 2023 IF spaces are available &
all required materials are submitted at the
time of registration.

MAKING A REAL IMPACT

Thank you for your interest in donating a wreath to the Georgia Festival of Trees! You will be creating Christmas magic for thousands of Atlanta families.

Your donation will directly impact our community by raising essential funds to donate to organizations working to end human trafficking and the sexual exploitation of youth and women right here in Georgia. This year the festival will benefit Street Grace, an Atlanta-based non-profit working to eradicate the Commercial Sexual Exploitation of Children (CSEC).

This packet contains essential information you will need to donate your wreath. These guidelines will ensure that your wreath will sell well and arrive safely at its new home.

If you have any questions, please email us at auction@gafestivaloftrees.org.

With gratitude,
Your Georgia Festival of Trees Family



IMPORTANT DATES

3RD ANNUAL GEORGIA FESTIVAL OF TREES

November 18 - November 26, 2023
(Closed Nov 22 - Nov 23 for Thanksgiving)

DROP OFF DAY

Thursday, November 16, 2023 (8am - 8pm)
Friday, November 17, 2023 (8am - 12pm)

WREATH SPACE REGISTRATION DEADLINE

Deadline: October 31, 2023
Paperwork and basic wreath description form (theme, space needed for display, etc) must be completed.:
gafestivaloftrees.org/donor/infoform



DROP OFF DAYS

November 16, 2023
8am - 8pm

November 17, 2023
8am - 12pm

- The Georgia World Congress Center will open for drop-off 8am-8pm on Thursday, November 16th & 8am-12pm on Friday, November 17th.
- In order to launch the auction on time, all wreaths must be dropped off by 12pm on Friday, November 17th.
- Keep an accurate record of your expenses for your tax purposes. We do not need copies of your receipts. Please keep them for your own records.
- If you need to make adjustments to your wreath on-site, please make sure to bring the necessary supplies including scissors, florist wire, wire cutters, step stool, glue gun, pliers, or an extension cord with you to the Georgia World Congress Center (GWCC).
- Due to security and safety, all children under 12 must be left at home.
- More specific information about day-of procedures will be emailed by Wednesday, October 25th. If you have not received any information by that date, please contact us at auction@gafestivaloftrees.org.
- At check out, upon completion of your Wreath, you will receive two tickets to our First Night Gala and four "thank-you" tickets that can be used to attend the Festival any day November 18-26, 2023.



Wreath Decorating Guidelines

- Be creative – think of ways to make your wreath stand out.
- Lighted, traditional, Christmas and winter-themed wreaths sell best and for the highest prices.
- Wreath must be artificial.
- The minimum wreath size is 24” in diameter. The maximum size is 40” in diameter.
- Wreath and ornaments must be sturdy, durable, and constructed of high-quality materials.
- Ornament tops must be glued to the ornament. All decorations must be wired or glued to the wreath.
- All decorations should be non-flammable.
- If using battery-operated lights, include any replacement bulbs and fuses. Please include a second set of batteries. Batteries will not be replaced or turned off/on by Festival volunteers.
- Georgia Festival of Trees will provide a door hanger to display your wreath.
- No full-size trees can be included with your wreath. Alpine or pencil trees (4’ or less) are acceptable. Garland, potted florals/plants (artificial), cute doormats, and other items are allowed at the base of your door.
- Live plants, water ornaments, snow globes, or other water features are not allowed.
- The only written material to be displayed with your wreath is the story card. No advertising or inappropriate material is accepted.
- If your wreath includes a gift card, it must be signed by the company owner or authorized person. Please turn in the gift certificate form and gift certificates to Auction Staff before you check out.
- All wreaths/accessories become the property of the Georgia Festival of Trees and will be priced and sold as such.

DECORATING GUIDELINES



JUDGING GUIDELINES

JUDGING CATEGORIES:

- Best in Show
- Most Creative
- People's Choice

JUDGING CLASSES:

- Large Trees
- Small Trees
- Wreaths

JUDGING PROCEDURES:

- Georgia Festival of Trees invites influential community members to volunteer their time and work together to name the 2023 festival winners in categories Best in Show and Most Creative. While judging, judges will only be privy to the tree and wreath name.
- Each winner will have a ribbon displayed on their custom tree/wreath sign during the festival.
- Winners will receive their ribbon after the festival ends on November 26th.
- The Best in Show and Most Creative winners will be announced Friday, November 17th at the Festival Preview Party, on social media, and the Georgia Festival of Trees website.
- A Festival of Trees admission ticket includes one vote per entry in the People's Choice category.
- The People's Choice winners in each judging class will be announced the morning of Sunday, November 26th, on social media and the Georgia Festival of Trees website. Winners will receive their ribbon after the festival ends - and bragging rights for next year!

JUDGING GUIDELINES



