

# GEORGIA Festival of TREES



Small  
Tree

DONOR  
HANDBOOK

## Small Tree Donor 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.

[GAFESTIVALOFTREES.ORG/DONOR/SMALL](https://www.gafestivaloftrees.org/donor/small)



Thank you for your interest in donating a Small Tree 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 design your tree. These guidelines will ensure that your tree will sell well and arrive safely at its new home. Moving fully decorated trees requires teamwork from beginning to end, and we ask that you take a few minutes to read through these guidelines to prepare your tree for the big move.

If you have any questions, please email us at [auction@gafestivaloftrees.org](mailto:auction@gafestivaloftrees.org).

With gratitude,  
Your Georgia Festival of Trees Family



**IMPORTANT DATES**

**3<sup>RD</sup> ANNUAL GEORGIA FESTIVAL OF TREES**

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

**DECORATING DAYS**

Thursday, November 16, 2023 (9am - 8pm)  
Friday, November 17, 2023 (8am - 12pm)

**TREE INFORMATION FORM (REQUIRED)**

Deadline: October 31, 2023

Basic tree description form must be completed:  
[gafestivaloftrees.org/donor/infoform](http://gafestivaloftrees.org/donor/infoform)

\*\*Tree story cards are not required, but are greatly appreciated by auction winners.



**DECORATING DAYS**

**November 16, 2023**  
**8am - 8pm**

**November 17, 2023**  
**8am - 12pm**

- The Georgia World Congress Center will open to decorators 8am-8pm on Thursday, November 16th & 8am-12pm on Friday, November 17th.
- In order to launch the auction on time, decorators must complete their designs 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.
- Come Prepared: Bring scissors, florist wire, wire cutters, step stool, glue gun, pliers, drills, screwdrivers, folding chairs, ladder, and clean up tools such as a broom, dustpan, and garbage bags with you. Please label all your supplies.
- Due to security and safety, all children under 12 must be left at home. If your school/youth group is donating a tree, please contact our auction team to make arrangements.
- 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](mailto:auction@gafestivaloftrees.org).
- At check out, upon completion of your tree, 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.

# DECORATING GUIDELINES

- Small trees are 3.5' – 5'. Trees under 3' will be moved to the Centerpiece auction area.
- Use NEW, artificial trees only.
- A tree skirt must be included with your tree - an attractive skirt will help the tree sell at a higher price.
- Attach replacement bulbs and fuses to the tree skirt with a safety pin.
- If glass ornaments are used, they must be disclosed and identified to a Festival volunteer on Decorating Day.
- NO water-filled ornaments are allowed.
- All ornaments with removable tops MUST have the tops securely glued in place.
- All lights, garland, picks, and ornaments must be securely wired to the tree using craft wire, floral wire, pipe cleaners, etc.
- Bring extra strands of lights on Decorating Day for replacements, if needed.
- If your tree needs multiple outlets, please provide an extension cord and/or power strip that will be sold with the tree.
- Do not overload the tree with lights. 100 lights per foot is a safe amount and will avoid electrical overload.
- Trees featuring tobacco, weapons, or adult content will not be accepted.
- NO advertising is allowed on the tree. Items with logos can be placed around/under the tree and in a vignette. We will ensure that your business or organization is highlighted on your tree sign, on the auction site, and in the event program.
- All items under and around the tree will be sold with the tree. All trees and accessories become the property of the Georgia Festival of Trees upon completion and will be priced and sold as such.

# SOME TIPS

- Christmas or winter-themed trees sell best. Avoid using oddly colored trees and obscure non-Christmas themes.
- All items under and around the tree will be sold with the tree. Please avoid decorating with large, heavy pieces of furniture as they are difficult for our volunteers to move.
- If you would like to dedicate your tree to an individual, please contact us at [auction@gafestivaloftrees.org](mailto:auction@gafestivaloftrees.org).





# SMALL TREES

## TREE TRUNK REINFORCEMENT PROCEDURES

Moving a fully decorated tree is an enormous undertaking. During transportation, we have to ensure that the tree sections are held together and that the trunk and stand resist any bending or twisting.

All trees must have joints or sections secured together with heavy duty zip ties. **This will be done by tree doctors on-site before you begin decorating.** All necessary supplies will be provided. Our volunteers will check your tree to ensure that each tree trunk is secure before you will be able to check out.

We are grateful for your adherence to the guidelines. It will help trees to arrive intact at their final destination.



## 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!





