

GEORGIA
Festival of
TREES

PRESENTED BY
Atlanta Gas Light



Large
Tree

DONOR
HANDBOOK

Large Tree Space Registration Deadline

OCTOBER 31, 2022

Paperwork and non-refundable \$50 registration fee must be received.

LATE REGISTRATION

We will accept late registrations until November 10, 2022. IF spaces are available & all required materials are submitted at the time of registration.

[GAFESTIVALOFTREES.ORG/DONOR/LARGE](https://www.gafestivaloftrees.org/donor/large)

MAKING A REAL IMPACT

Thank you for your interest in donating a Large 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 Wellspring Living, an Atlanta-based non-profit helping survivors of sex trafficking.

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.

With gratitude,

Your Georgia Festival of Trees Family



IMPORTANT DATES

2ND ANNUAL GEORGIA FESTIVAL OF TREES

November 18 - Nov 27, 2022

(Closed Nov 23 - Nov 24 for Thanksgiving)

DECORATING DAYS

Thursday, November 17, 2022 (12pm - 10pm)

Friday, November 18, 2022 (8am - 2pm)

TREE INFORMATION FORM (REQUIRED)

Deadline: October 31, 2022

Basic tree description form must be completed:
gafestivaloftrees.org/donor/infoform

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



DECORATING DAYS

November 17, 2022
12pm - 10pm

November 18, 2022
8am - 2pm

- The Georgia World Congress Center will open to decorators 12pm-10pm on Thursday, November 17th & 8am-2pm on Friday, November 18th.
- For security purposes, all trees must be completed by 2pm on Friday, November 18th.
- 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, we recommend children under 16 years of age be left at home.
- More specific information about day-of procedures will be emailed by Tuesday, 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 tree, you will receive six "thank-you" tickets that can be used to attend the festival any day between November 19-27, 2022.

DECORATING GUIDELINES

- Use NEW, artificial trees only.
- Be sure your tree is under 10 feet, including the topper.
- 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.
- Please avoid glass ornaments.
- NO water-filled ornaments.
- 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.
- NO weapons or inappropriate material are allowed on or around the tree.
- NO advertising is allowed on or around the tree. 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 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.
- Your tree will be visible from all angles, including the back. Be considerate of your neighbors by not using walls or large pieces of furniture that could block the view.



REINFORCEMENT GUIDELINES

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.

The following procedures must be followed when constructing your tree. Our volunteers will check your tree to ensure that these steps have been completed before you will be able to check out.

We are grateful for your adherence to the guidelines. It will help us deliver trees in excellent condition to the auction winner.

- **STEP 1:** Wrap a heavy-duty
- **STEP 2:** Slide a length of PVC pipe inside the trunk before placing the bottom section into the tree stand. This will help prevent bending and twisting caused by the motion of the moving trucks.
- **STEP 3:** Finger-tighten the screws to hold the lower section upright. Don't tighten them too much as you will repeat this step once the tree is fully assembled.
- **STEP 4:** Assemble the tree sections.
- **STEP 5:** Run rebar down the side of the trunk from 6" above the top joint to 4" below the top edge of the tree stand. Secure the rebar above and below each tree joint and around the tree stand with plumbing hose clamps.
- **STEP 6:** Loosen the stand screws and adjust the tree to the desired position. Finger tighten the screws again. **DO NOT OVERTIGHTEN.**

NOTE: We will provide all the supplies necessary to complete this process. These supplies are included in your \$50 registration fee and can be picked up at check-in. If needed, we will have tree doctors available to assist you.

JUDGING GUIDELINES

JUDGING CATEGORIES:

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

JUDGING CLASSES:

- Large Trees
- Small Trees
- Wreaths
- Gingerbread Christmas Scenes

JUDGING PROCEDURES:

- Georgia Festival of Trees invites influential community members to volunteer their time and work together to name the 2022 festival winners in categories Best in Show and Most Creative. While judging, judges will only be privy to the tree, wreath, and gingerbread scene name.
- Each winner will have a ribbon displayed on their custom tree/wreath/gingerbread creation sign during the festival.
- Winners will receive their ribbon after the festival on November 27th.
- The Best in Show and Most Creative winners will be announced Friday, November 18th 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. Love a tree or wreath? Buy more votes!
- The People's Choice winners in each judging class will be announced the morning of Saturday, November 26th, on social media and the Georgia Festival of Trees website. Winners will receive their ribbon after the festival ends on November 27th - and bragging rights for next year!

JUDGING GUIDELINES



