

Georgia Festival of Trees Auction Set-up Volunteer Training

Donor Drop Off

- Place signs at key locations outside GWCC, beginning at Marietta and Baker Street and following Baker Street to the Building A dock
- Place carts in drop off area

Donor Check-in

General

- Set up check-in table & chairs - (6-foot) at or near the entrance of A2 pull-in area.
- Cover table with black tablecloths
- Set up computers with internet access.
- Place three space assignment lists on clipboards and have them at the drop-off location.
- Set file boxes for donors on tables. Folders are filed alphabetically by the donor's last name.
- Set out pens, staplers, paper clips, and other required office supplies.

Large Trees

- Place a removable sticker with space number in each tree space.
- Place a wire easel in each large tree space.
- Following the space assignment list, place the appropriate auction card on each easel.

Small Trees

- Place a wire easel in each small tree space
- Set up a small 30" table in each space
- Place a 60" black tablecloth on each table
- Following the space assignment list, place the appropriate auction card on each easel.

Centerpieces - tables will be set up by the set-up crew.

- Place black tablecloths on tables
- Place space numbers on small metal easels in each centerpiece space



Wreaths – The set-up crews will set up wreath doors.

- Place wreath hooks on each door
- Secure the auction card to each door using tape.

Nativities – Nativity tables will be set up by the set-up crew. Trees will be put together.

- Place trees according to the Nativity Design map (included with this document)
- Cover tables with black tablecloths and place risers according to the design map. Place white tablecloths over risers to create a tuxedo look.
- Fluff trees as needed and decorate with snow blankets.

Gingerbread

- Using the Gingerbread Village map, place riser, and other pre-snow features.
- Cover risers with white tablecloths, then layer the entire scene with snow blankets.
- Place the train track, following the Gingerbread Village map.
- Plug in the train motor and place it in a safe/hidden location (based on the attached village map)
- Place space number cards in all Gingerbread house spaces using small metal easels.



Auction Check-In/Check-out/Decorating ***Large Trees, Small Trees, and Wreaths***

Vehicle Supply Drop off takes place Thursday, November 16, 8:00 a.m. – 8:00 p.m. and Friday, November 17, from 8 a.m. to noon.

- Greet donors as they arrive at the drop-off area.
- Bring a cart to the vehicle so they can unload their supplies.
- Using the space assignment list to confirm donor name and space assignment.
- Provide donors with driving directions to the Green Parking Deck and walking directions to return to the venue.
- Instruct donors to check in at the check-in table when they arrive inside the venue.
- While they park their vehicle, take the cart to the assigned space and unload items inside the taped-off area.
- Notify the circle captain that the donor's items have arrived so they can watch for their arrival.
- Return the cart to the drop-off area and greet the next donor.

Check-in Tables

- Greet donors as they arrive at the check-in area. Ask for their name and retrieve their file.
- Confirm their space number if they have forgotten it.
- Explain that their auction and tree cards (if applicable) are already posted in their space.
- Escort donors to their space and introduce them to the circle captain. Hand over the file to the aisle captain.
- Make sure the donor has everything they need and then return to the check-in table.

Circle Captains/Tree Doctors – Circle captains are assigned to specific tree circles to support the donor's needs during setup.

- Review the importance of each ornament, pick, and garland being securely wired to the tree.
- Ask donors if they have any glass ornaments on their tree. Note glass ornaments in the donor file.
- Assist with questions as needed.
- Call for Tree Doctors to assist with securing trunks and other tree issues.
- When the donor is finished decorating their tree and space, use the



checkout checklist to clear the donor before they leave. A sample checklist is included with this training.

- Have donor return their checkout list to the check-out table located at the bottom of the escalators to receive their tax letters and tickets.
- Donors should help dispose of any trash before leaving.

Auction Check-In/Check-out/Decorating *Nativities, Centerpieces, Gingerbread*

Check-in Table

- Greet donors as they arrive at the check-in area. Ask for their name and retrieve their file.
- Confirm their space number. Explain that their auction cards (if applicable) are already posted in their space.
- Escort the donors to their space and introduce them to the area captain. Hand over the file to the area captain.
- Make sure the donor has everything they need and then return to the check-in table.

Area Captains

- As check-in workers escort donors to their assigned space, ensure they are greeted and know who their area captain is.
- Assist with questions as needed.
- When the donor is finished decorating their space, use the checkout checklist to clear the donor before they leave. A sample checklist is included with this training.
- Have donors return their checkout list to the check-out table located at the bottom of the escalator to receive their tax letters and tickets.
- Place boxes for re-packing under the tables, behind the tablecloths, or pipe and drape.
- Ensure that all boxes are clearly marked with the auction item number for easy repacking.

Final Preparations

- Ensure that all areas are cleared of debris, trash, or other items.
- Ensure all boxes for repacking are labeled and stowed under the tables or behind the pipe and drape in an organized manner.
- Clear any debris, dust, paper, etc., from tabletops.
- Ensure that all stanchions are in place and secured.
- Sweep floors to ensure they are clean and clear of debris.

Festival Closing

Large Trees

- Each tree space needs to be packed. If there is an entire vignette, carefully pack items in boxes and prominently label each box with the tree's assigned number. Be sure to include the tree skirt.
- If there is no vignette, place the tree skirt in the provided bag and clearly mark the bag with the tree's assigned number. If there is a tree story included with the tree, place it in a box or the tree skirt bag. Tie the bag to the tree stand.
- Bubble or plastic wrap glass ornaments to prepare the tree to be wrapped.
- Unplug the tree and tuck the cord up in the branches.
- Wrap the tree with stretch wrap beginning at the top. We will train tree wrappers on-site. It is not a difficult task.
- Securely attach the auction and delivery card to the wrapped tree.

Small Trees

- Each tree space needs to be packed. If there is an entire vignette, carefully pack items in boxes and prominently label each box with the tree's assigned number. Be sure to include the tree skirt. If there is a tree story with the tree, place it in the box or the tree skirt bag
- If there is no vignette, place the tree skirt in the provided tree bag.
- Place the tree inside the tree bag, tying a knot at the top. Tie the tree skirt bag to the top as well.
- Securely attach the auction card to the bagged tree. Place in small tree pick-up area in numerical order.

Centerpieces

- Place centerpieces in numbered boxes stored under tables or behind the pipe and drape. Wrap fragile items in paper or bubble wrap.
- Securely attach the auction card to the outside of the box
- Place centerpieces on tables in numerical order.

Wreaths

- Remove wreaths from doors.
- Wrap the wreath and any accompanying items in a plastic sleeve. Tie a knot on both ends to secure the wreath.
- Securely attach the auction card to the wreath.
- Place the wreath on the designated tables in numerical order.





Nativities

- Repack nativities in numbered boxes stored under the tables or behind the pipe and drape. Wrap fragile items in paper or bubble wrap.
- Securely attach the auction card to the outside of the box.
- Place nativities on designated tables in numerical order.

Auction Winner Pick-up

Pick up area set-up.

- Set up tables for each area – Small trees, wreaths, centerpieces, nativities, and gingerbread.
- Place the pick-up list on each corresponding table – Small trees, wreaths, centerpieces, nativities, and gingerbread. These lists will be prepared by the office staff on Saturday evening. Some auction winners may choose to pick up their items on Sunday evening when the event ends. These clipboards will be available all day on Sunday, November 27.

Pick-up Area Procedures:

- Volunteers will be placed at each area's table to ensure the quickest retrieval of items.
- Vehicles will arrive from the dock area at the roll-up door behind cookie decorating.
- Volunteers will direct them to advance as far forward as they can go in the line to increase the number of people who can pull in.
- The auction winner will provide their name and winning item.
- Volunteers will retrieve the items and help load them into the vehicle.
- As items are picked up, guests will sign on the signature line, acknowledging receipt of their item(s)
- Vehicles will exit the venue through the roll-up door at the back of the keyed-out area (what had been the children's area)



Auction Area Tear Down

Large Trees

- Collect all metal easels.
- Group easels in bundles of ten (10) and zip tie on each side to secure them. (The easiest way to do this is to slide the easels together, lining up the hooks). Place bundles in the supplied small Gaylord box (the teardown crew will bring this to the floor)

Small Trees

- Remove tablecloths and place them in labeled tablecloth boxes.
- Take tables apart and stack the pieces in the designated area.
- Group easels in bundles of ten (10) and zip-tie them on each side to secure them together. (The easiest way to do this is to slide the easels together, lining up the hooks). Place bundles in the supplied small Gaylord box (the teardown crew will bring them out to the floor)

Gingerbread

- Remove easels and place them in the provided box.
- Remove snow blankets, lifts, and risers and pack them in a black garbage bag. Using plain paper, mark bags "GINGERBREAD SNOW BLANKETS".
- Disassemble the train and track and re-pack in its box. The extra tracks can be packed in smaller boxes.
- Pack any additional accessories into the provided boxes.
- Remove table coverings and place them in labeled tablecloth boxes.
- Ensure that all boxes are well marked "GINGERBREAD".
- Gingerbread houses that have not been picked up will be given away or thrown away.

Centerpieces

- Remove easels and place them in the provided box.
- Remove table coverings and place them in labeled tablecloth boxes

Nativities

- Remove easels and place them in the provided box.
- Remove table coverings and place them in labeled tablecloth boxes

Wreaths

- There is no clean up in the wreath area. The tear down crew will take care of clean-up and loading of display doors.