



# FESTIVAL OF TREES

A Benefit for the Children's Hospital of Michigan Foundation

November 24 – December 1, 2024

Ford Community & Performing Arts Center

15801 Michigan Ave., Dearborn, MI



## DESIGNER GUIDELINES AND CONTRACTS

7-ft. and  
5-ft. Trees

Tabletop  
Trees

Wreaths

Centerpieces

# Festival of Trees

## WELCOME DESIGNERS



Dear Festival of Trees Designers:

**Is it possible that the Festival of Trees is embarking on its 40th anniversary? It is –** and we are very excited that you will be part of this wonderful event. Thank you so much for your past support and welcome our new designers as you become a part of our beautiful benefit for the Children's Hospital of Michigan Foundation. Celebrating our 40th year of raising funds for pediatric research, we are honored to have you be a part of this momentous milestone! Mayor Hammoud has invited us to continue to hold our Event at the Ford Community & Performing Arts Center, located at 15801 Michigan Ave., in Dearborn. Your beautiful designs will be on display from Saturday, November 23rd through December 1st. The Preview Gala will take place on Saturday, November 23, 2024.

This mailing includes Guidelines and Contracts for Tree Designers and Tabletop/Wreath/Centerpiece Designers, a Sponsorship packet and a self-addressed envelope for you to send back your contract(s). We suggest you submit your completed 5-ft. or 7-ft. Tree Designer Contract **as soon as possible, preferably by September 1, 2024, and submit the completed Tabletop Tree, Wreath and Centerpiece Designer Contract by October 1, 2024.** Please provide us with your email address, so we can conserve on printing costs in the future.

### TREE INFORMATION – Sizes, Contracts, Design Day

**In an effort to make tree delivery more efficient we will be cutting back on 7' full trees. Please try to design your tree based on a 7' slim tree. SEPARATE CONTRACTS ARE REQUIRED IF YOU ARE DESIGNING MORE THAN ONE (1) TREE.** Each contract should include your choice of tree size (5-foot, 7-foot slim and 7-foot full trees), the tree theme, color scheme, and if possible, provide pictures of the décor you will be using. **Tree Design Days will be spread out over Thursday, November 21st and Friday, November 22nd. Complete the Design Day selection box on the upper right side of your contract (Thursday, Friday or Either).**

English Gardens will not allow for early tree pickup therefore your pre-lit tree will be on site for decorating. Keep in mind that undecorated trees have a retail value of \$300 to \$600. Special Santa Tree Sponsors pay \$1,500 for a 7-foot and \$800 for a 5-foot tree, it is extremely important that a large quantity of high-quality materials, combined with your creativity, be used. **Traditional holiday themed trees sell the best and are one of the top requested themes by sponsors and event attendees. Trees designated for Children's Hospital should be decorated with vibrant ornaments and décor that will enhance an unlit tree as fire safety codes prohibits the lighting of trees in the hospital.**

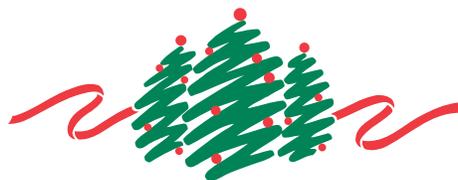
## TREE SPONSORSHIP

Enclosed is a sponsorship packet that can be used to pursue a Special Santa Tree Sponsor. The packet includes sponsorship information along with a Sponsorship Contract and an Event Program from 2023. Though not mandatory, your ability to locate a Special Santa Tree Sponsor is encouraged and greatly appreciated. Securing a sponsor not only guarantees your tree has been sold, which furthers our goal of raising funds for pediatric research but allows you greater design flexibility.

**IMPORTANT: in order to guarantee your sponsor(s) name appears in the Event Program, we must receive their payment and completed contract prior to September 1st. If you are able to secure a business or individual to sponsor your tree(s) as a Special Santa Tree Sponsor, please contact Theresa Diefenbach either by email at [Fotmichigan@hotmail.com](mailto:Fotmichigan@hotmail.com) or by phone at 734-748-3822. Designers securing a Special Santa Tree Sponsorship will automatically be upgraded to a "VIP" Preview Gala ticket. This entitles you to enter the Gala early (6:30 PM), admittance to the Sky Lounge which includes an open bar, heavy appetizers, our decadent sweets and treats buffet, and a wrist band that allows you access to the lounge all evening.** In the event you are unable to secure a Special Santa Tree Sponsorship you will receive a "Patron" Preview Gala ticket(s) which includes a 7:30 PM Event entrance, a cash bar, light appetizers, and of course, our famous sweets and treats buffet.

As we move forward, we encourage and welcome your suggestions to make Festival of Trees bigger and better. As always, it is **YOU**, the designer, who brings the event to life. While we cannot incorporate every suggestion, we truly appreciate your insight and promise to review and consider each one.

Sincerely,  
Cheryl McNamara  
Tree Designer Chairperson  
24417 Holyoke, Novi, MI 48374  
248-982-4246  
[mcfamily8468@sbcglobal.net](mailto:mcfamily8468@sbcglobal.net)



**FESTIVAL OF TREES**  
A Benefit for the Children's Hospital of Michigan Foundation  
18381 Westchester, Livonia MI 48152  
Phone 734-748-3822 • Fax 734-462-1257  
[www.fot.org](http://www.fot.org)



## TREE DESIGN SETUP

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### TREE LIGHTS AND CAUTIONS

While we do not want to discourage creative designs we need to be mindful of potential hazards. Requirements for lighting your tree are based on recommendations made by the Office of the Fire Marshall.

#### ONLY LED LIGHTS ALLOWED!

#### EFFECTIVE 2024

Trees from English Gardens come pre-lit. If you are adding lights for a specific design effect then the following rule applies: **DO NOT add any more than 3 strands of 100 LED mini-lights to a tree. Only 3 strands of 100 lights can be plugged in together and into one outlet on your power strip.** If you add more than three strands to a series, you could burn out all the lights on your tree and those on the other trees in your section. (This has happened, so please, **ONLY 300 LIGHTS PER TREE – PER OUTLET.**)

- NO spotlights can be used.
- NO large bulb string lights.
- NO rope lights (unless LED).

### TREE TOPPERS

**DO NOT** use extremely large/ tall tree toppers, as they make tree delivery difficult.

### PROPS

Props are not discouraged; however, all items displayed will be sold with the tree.

### TREE SIGNAGE

Signage around the tree is limited to the tree sign provided by FOT. It is FOT's policy to not have advertising materials as part of your display.

### YOUR TREE DONATION BECOMES THE SOLE PROPERTY OF FESTIVAL OF TREES INCLUDING:

- All décor and trim
- All lights on the tree
- Tree skirt
- All display items and props

*Proceeds from Festival of Trees benefit research at Children's Hospital of Michigan. Festival of Trees, Inc. is a recognized, non-profit organization under Section 501(c)(3) of the Internal Revenue Code. Donation may be tax deductible as permitted by law. MICS 12437*

## FINAL TREE DELIVERY

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On Tuesday, December 3, 2024, your fully-decorated tree, its display items/props and any extra ornaments/décor will be picked up from the event site and delivered to the purchaser.

**Although FOT does not want to discourage your creativity, ALL TREES MUST BE DELIVERABLE BY OUR TRUCKS. IF YOUR TREE IS DIFFICULT TO SHIP, YOU WILL BE RESPONSIBLE FOR DELIVERY OF YOUR TREE AND SETUP AT THE LOCATION OF THE PURCHASER.**

## FOT CONTACT INFORMATION

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**Please return your completed contract(s) to:**

**Cheryl McNamara**

*Tree Designer Chairperson*

24417 Holyoke, Novi, MI 48374

248-982-4246 • Mcfamily8468@sbcglobal.net



**FESTIVAL OF TREES**

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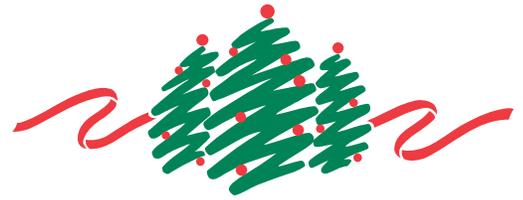
Phone 734-748-3822 • Fax 734-462-1257

[www.fot.org](http://www.fot.org)

To guarantee your name appears in the Event Program, we must receive your completed contract by September 1<sup>st</sup>

# Festival of Trees

## TREE DESIGNER CONTRACT



A Benefit for the Children's Hospital of Michigan Foundation

FIRST CHOICE	SECOND CHOICE	TREE SIZE*	THEME OF DECORATED TREE	DESIGN DAY CHOICE
		7' Tree Slim		<input type="checkbox"/> THU
		7' Tree Full		<input type="checkbox"/> FRI
		5' Tree		<input type="checkbox"/> EITHER

<p><b>*ALL 7' TREE DESIGNERS RECEIVE</b> Recognition in Event Program, Signage by Tree Display, and 4 Patron Preview Gala Tickets</p>	<p><b>*ALL 5' TREE DESIGNERS RECEIVE</b> Recognition in Event Program, Signage by Tree Display, and 2 Patron Preview Gala Tickets</p>	<p>I/We understand that I/we may be responsible for tree/display delivery.</p>	<div style="border: 1px solid black; width: 40px; height: 20px; background-color: yellow; display: flex; align-items: center; justify-content: center;"> <small>INITIAL IN BOX</small> </div>
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I/We would be willing to also donate/design:  
 Tabletop Tree    Wreath    Centerpiece  
*Please complete additional enclosed contract(s) and return with your Tree Designer Contract.*

**YOUR DONATION BECOMES THE SOLE PROPERTY OF FESTIVAL OF TREES (FOT). FOT RESERVES THE RIGHT TO MAKE CHANGES. PRICES OF DONATIONS ARE DETERMINED BY FOT PROFESSIONAL CONSULTANTS.**

**\*\*ALL TREES MUST BE DELIVERABLE BY OUR TRUCKS\*\***

**\*\*IF NOT, YOU WILL BE RESPONSIBLE FOR DELIVERY OF YOUR TREE\*\***

**Name as you wish it to appear in the Event Program:**

.....

Name \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_

Work/Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ADDITIONAL OR UPGRADE OF PREVIEW GALA TICKETS**

Additional Patron Preview Gala Ticket(s)  
 \_\_\_\_\_ @ \$75 each = \$ \_\_\_\_\_

VIP Upgrade of Patron Preview Gala Ticket(s)  
 \_\_\_\_\_ @ \$50 each = \$ \_\_\_\_\_

Additional Child Preview Gala Ticket(s)  
 \_\_\_\_\_ @ \$25 each = \$ \_\_\_\_\_

Amount enclosed for extra tickets \$ \_\_\_\_\_  
 .....

**PAYMENT INFORMATION**

Enclosed is my/our check      Check # \_\_\_\_\_  
 payable to: **Festival of Trees**

Payment by credit card  
 Visa    MasterCard    Other \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

**RETURN CONTRACT TO FOT CONTACT**      **Cheryl McNamara, Tree Designer Chairperson**  
 24417 Holyoke, Novi, MI 48374 • 248-982-4246 • Mcfamily8468@sbcglobal.net

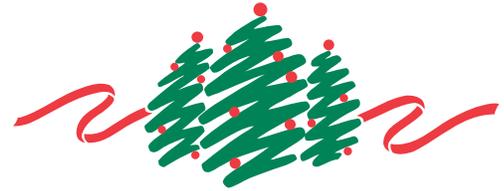
FOR OFFICE USE ONLY	Date Contract Received by Chairperson	Date Contract Received by FOT Office	EXTRA PATRON TICKETS ORDERED	UPGRADE TO VIP TICKETS	TOTAL TICKETS

Proceeds from Festival of Trees benefit research at Children's Hospital of Michigan. Festival of Trees, Inc. is a recognized, non-profit organization under Section 501(c)(3) of the Internal Revenue Code. Donation may be tax deductible as permitted by law.

MICS 12437  
 EIN 38-2785495  
 FOT\_vi\_rev2024

# Festival of Trees

## COMBINATION DESIGNER GUIDELINES



### DECORATIVE ITEMS



#### 2' OR 3' TREES

Provided by English Gardens  
(Available first come, first serve)  
Recognition in Event Program



#### WREATH

Designer provides  
wreath and materials  
Recognition in Event Program



#### CENTERPIECE

Designer provides  
centerpiece materials  
Recognition in Event Program

**To guarantee your name appears in the Event Program, Festival of Trees (FOT) must receive your completed contract(s) by October 1st. Send contract(s) to the Chairperson listed below.**

### FOT DESIGN DAY

- Deliver completed decorative item(s) to the Event site on Thursday, November 21, from 9:00 AM to 5:00 PM at the Ford Community & Performing Arts Center, 15801 Michigan Ave., Dearborn.
- Your item(s) are a tax-deductible donation to FOT and a form will be available upon request at the time of delivery.

### DECORATIVE REMINDERS FOR TABLETOP TREES, WREATHS AND CENTERPIECES

Use high-quality permanent materials.  
Remember larger ornaments pack a greater  
"punch" and better selling aspect.

**DO NOT** use edible items,  
dried flowers or any other dried  
plant material.

**DO NOT** use sharp or  
possible harmful materials  
(i.e. fish hooks).

### TABLETOP TREES\*

#### ORNAMENTS AND TRIM

- Unpack and arrange tree for a life-like appearance.
- All ornaments and lights must be carefully secured to the tree by wiring or gluing them to the branches.
- All trees must have operating lights – include batteries, if lights are battery operated.
- Trees with toppers tend to sell better.

If you are considering any questionable material, please contact the FOT office for approval.

#### TREE BASE

Completely decorated trees require a completed base. This may be a tree skirt, box, plant pot, etc. **DO NOT USE CEMENT** as this is too hard to carry. Foam insulation works well. Also, please ensure that the base is **VERY** stable and not wobbly.

### WREATHS\*

#### DECORATIONS

- Select a wreath between 22 and 26 inches wide.
- Secure the decorations to the wreath by wiring or gluing them to its branches.
- Lights are not required but if used, they may not be turned on during the Event – depending on power availability.
- Make sure your wreath has a **SECURE** hanger and will support the weight of the decorations.

### CENTERPIECES\*

- Keep the number of pieces to your centerpiece to a minimum. If it has more than one piece, please provide a container for transporting the entire arrangement.
- Please ensure that your centerpiece has a sturdy base.

\* For the safety of our guests with allergies, there is a **NO SCENT** policy – meaning no cinnamon or scented items allowed on your decoration. Also, **NO PEANUTS** allowed on site.

### FOT CONTACT INFORMATION

Contact chairperson to secure a contract and return it to:

**Denise McDonald**

Tabletop Trees Chairperson

7215 Osage, Allen Park, MI 48101

313-570-2745 • denise0611@hotmail.com

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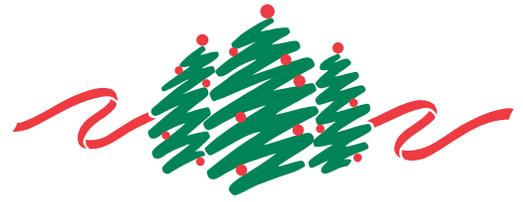
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To guarantee your name appears in the Event Program, we must receive your completed contract by **October 1<sup>st</sup>**

# Festival of Trees

## COMBINATION DESIGNER CONTRACT



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### TABLETOP TREE – WREATH – CENTERPIECE

TOTAL QTY	DECORATIVE ITEM	QTY	PICK-UP DATE	SIGNATURE	QTY	PICK-UP DATE	SIGNATURE
	3' Tabletop Tree						
	2' Tabletop Tree						
	Wreath	designer provides wreath and decorative materials					
	Centerpiece	designer provides centerpiece decorative materials					

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**Name as you wish it to appear in the Event Program:**  
 \_\_\_\_\_  
 .....

Name \_\_\_\_\_  
 Business \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work/Cell Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**I/WE WOULD LIKE TO PURCHASE PREVIEW GALA TICKETS**

**VIP Preview Gala Ticket(s)** \_\_\_\_\_  
*(includes entry to Sky Lounge, open bar, heavy appetizers, sweets and treats buffet, doors open at 6:30 PM – ages 21 and over only)*  
 @ \$125 each = \$ \_\_\_\_\_

**Patron Preview Gala Ticket(s)** \_\_\_\_\_  
*(includes cash bar, light appetizers, sweets and treats buffet, doors open at 7:30 PM)*  
 @ \$75 each = \$ \_\_\_\_\_

**Child Preview Gala Ticket(s)** \_\_\_\_\_  
*(Ages 12 and under)*  
 @ \$25 each = \$ \_\_\_\_\_

Amount enclosed for ticket(s) \$ \_\_\_\_\_  
 .....

**PAYMENT INFORMATION**

Enclosed is my/our check      Check # \_\_\_\_\_  
 payable to: **Festival of Trees**

Payment by credit card  
 Visa     MasterCard     Other \_\_\_\_\_

Credit Card Number \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_  
 Billing Address \_\_\_\_\_

**RETURN CONTRACT TO FOT CONTACT**

**Denise McDonald, Tabletop Trees Chairperson**  
 7215 Osage, Allen Park, MI 48101 • 313-570-2745  
 denise0611@hotmail.com or fotmichigan@hotmail.com

<b>FOR OFFICE USE ONLY</b>	Date Contract Received by Chairperson	TOTAL TICKETS

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