

# Festival of Trees

Thank you for signing up as a donor our 6th Annual Festival of Trees. Your contribution will make a great impact on our two charities of choice: The Gulf Coast Children's Advocacy Center and the Anchorage Children's Home.

**\$2000 Santa Baby Sponsor**

**\$1,500 Mistletoe Sponsor**

**\$500 Holly Sponsor**

**Tree or Silent Auction Donor**

Please submit your high resolution logo to [communications@cpaor.org](mailto:communications@cpaor.org) for marketing. Please include the name of your business, direct phone number & any notes.

**Tree/Décor Set-Up** - As a sponsor you will have a featured spot reserved for a fully decorated Christmas tree. You are welcome to decorate and contribute more than one auction item, just not more than one full sized tree. Space is limited and we must confirm all trees prior to the event.

You will be responsible for setting up your tree at the event. **If you are contributing a tree, silent auction item, centerpiece, topiary or wreath, please review the attached Tree & Auction Donor Guidelines & complete the Auction Donor Contract.**

**Dress Code** - Dress for this event is Cocktail/Holiday. Ties are handsome but not required.

**Payment** - We accept checks only from non-member sponsors at this time. Checks can be made payable to CPAR and mailed or hand delivered to 4952 Highway 98, Panama City, FL. Upon receipt of your payment and marketing materials, your logo will begin being published in our promotion of the event.

**Tickets** - Sponsors will receive tickets for entry to the event in the mail. Tree donors who are not sponsors receive two free tickets to the event. You can pick up your tickets during set-up. Please present these tickets at the door for entry. If you need additional tickets we can add them to your invoice or you can visit [www.cpar.us/festivaloftrees](http://www.cpar.us/festivaloftrees).

Once again we thank you for your sponsorship, if you have should any questions regarding your sponsorship or the event in general, please feel free to reach out to Meg Loehr at (573)747-5233 or Kaydee Albritton at (850)763-8078.

Sincerely,

The Central Panhandle Association of REALTORS®

# Festival of Trees

## Tree & Auction Donor Guidelines

Thank you for signing up as a donor our 6th Annual Festival of Trees. Your contribution will make a great impact on our two charities of choice: The Gulf Coast Children's Advocacy Center and the Anchorage Children's Home.

Here are some additional details and requirements about the event, specific to your tree or auction item donation:

- As a tree donor you will be responsible for decorating & delivering your tree to the venue. You can begin decorating it before your arrival or during the specified set-up times.
- CPAR can handle delivering your tree to the person who wins the bid for it following the event. Trees are scheduled for delivery on November 17th.
- You will receive email updates about the event and a reminder email & or phone call before the event to confirm your participation. If you must cancel for any reason, please contact us as soon as possible so we can give your spot to another donor.
- Attached to this form you will find a Donor Contract. Please submit your completed decorator contract and payment (if applicable) by Friday, November 15, 2024. At Check-in you will have the opportunity to edit details about your tree.

**Tree Check In:** Upon your arrival for set-up, please check in with a CPAR Festival of Trees Committee Member to receive your assigned tree/decor location and confirm the details of your tree.

**Tree Set Up:** Friday, November 15, 2024 from 9:00 am to 5 pm at Edgewater

### Auction Item Drop Off:

- Friday, November 15, 2024 from 9:00 am to 5 pm at Edgewater
- Saturday, November 16, 2024 from 9:00 am to 12 pm at Edgewater.
- Auction items may be dropped off at the CPAR office no later than Friday, November 15, 2024 at 12:00 pm

**Check out:** When you have completed your tree decorating, please check out with a CPAR Festival of Trees Committee Member. Your tree will be considered completed upon checkout.

**Tree Specs:** Maximum Height: 12 feet with topper Minimum Height: 5 feet

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## **Mandatory Tree Decorating Guidelines**

- Tree stand must be provided by donor
- All décor must be wired securely to the tree. Décor will remain attached to the tree during delivery after the event.
- Trees must have a solid or secured trunk. They will be handled by movers and should not come apart when lifted by the trunk.
- Tree toppers must be secured or designed to be removed for delivery.
- Tree skirts are required and must be provided by Donor.
- Trees under the minimum height will be considered a topiary and part of the silent auction.
- Tree donors are not guaranteed a place in the live auction. Top level sponsors will receive preference for inclusion in the live auction.

## **Lighting Requirements:**

- Trees must be fully lit with UL or FM approved lights with labels attached.
- No more than 3 strands of lights may be connected to each extension cord.
- Decorators must provide their own extension cords. Your tree will be no more than 25 feet from an outlet.

## **Limitations and Restrictions:**

- If you wish to include your logo or name on your tree you can email it to [communications@cpaor.org](mailto:communications@cpaor.org) We will create a sign for your tree. Decorations may NOT include marketing for businesses or organizations.
- Decorations should be of high quality and enhance the value of the tree.
- No living materials or edible food items may be used.
- If you wish to include props to accompany your tree, please submit a list of the props that are included with the tree purchase to a CPAR Committee Member upon checkout. If any of your props are not included with purchase, please make sure they are clearly labeled.
- Fundraisers for outside charities are not allowed during this event.

If you have any questions about this event, please contact:

Meg Loehr at (573)747-5233

# *Festival of Trees*

## **Auction Donor Contract**

**Please submit completed contract to [communications@cpaor.org](mailto:communications@cpaor.org) by  
Friday, November 15, 2024**

**Please complete this form carefully. The information you provide will be used to identify you as a donor during the event and in all published recognition. Tree Donors may submit a logo to include in their event signage.**

**Exact Donor Name or Business Name for Marketing at Event:**

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Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please indicate each item you intend to donate:**

\_\_\_\_\_ Wreath \_\_\_\_\_ Center Piece \_\_\_\_\_ Topiary

\_\_\_\_\_ Silent Auction Item – Description: \_\_\_\_\_

\_\_\_\_\_ Fully Decorated Tree – Height: \_\_\_\_\_

**Tree Name or Description:**

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By completing this Auction Donor Contract and signing, I consent to the terms outlined in the Festival of Trees Tree & Auction Donor Guidelines and Auction Donor Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_