

Nativity Display

DONOR HANDBOOK

Includes all the guidelines for donating a Nativity display to be auctioned off for the *Festival of the Trees* by Campus Life Family Ministries.



Registration Deadline:
November 1, 2024



For more information, go to:
www.gocampuslife.com/fot

[Register Online](http://www.gocampuslife.com/fot)



www.gocampuslife.com/fot



920-457-2381



6426 S. Business Drive
Sheboygan, WI 53081



Thank you for your interest in donating a nativity display for the Festival of the Trees by Campus Life. You will be helping us create a Christmas wonderland for countless people to enjoy this season.

Your donation will directly impact people right here in this community. Campus Life is a non-profit, non-denominational Christian ministry dedicated to sharing the love of Christ with area families. We have activities for all ages starting with toddlers all the way through to seniors.

Since we are a fully donor-funded ministry, we rely on generous people like you. Thank you in advance for your donation and participation. We look forward to partnering with you!

Nativity Registration Deadline

NOV. 1, 2024

All paperwork must be submitted by this time.



Take Note



- In order to launch the auction and be prepared for the opening, donors must have dropped off and set up their displays no later than Thursday, Nov. 21st.
- Make sure to have all the needed equipment and materials to set up your display (scissors, florist wire, wire cutters, glue gun, pliers, extension cords, etc.) Campus Life will not be providing or have available any supplies for you to set up your display.
- All needed paperwork must be turned in on the day of drop off/setup.
- You will be receiving emails from us before drop off/setup days. Please be aware and follow the instructions to ensure we have all the necessary information when needed to prepare for the opening day.



Nativity Creation Guidelines

Get Noticed!

- Be creative--think about ways to make it unique.
- We will sell any table coverings or additional items you have with your display.
- If you are using battery operated lights, please provide additional batteries.
- Live plants, water ornaments, or other water features are not permitted.
- Displays with these items or themes will not be accepted: weapons, violence, drugs, political, controversial or morally objectionable. ***We retain the right to refuse any decoration.**
- All creations become the property of Campus Life Family Ministries and will be priced and sold accordingly.

AUCTION DONORS

FAQS

Is there an entry fee to register a display?

There is no entry fee for registering to donate a display.

Where is the location of the festival?

Campus Life Family Ministries
6426 S. Business Drive
Sheboygan, WI 53081

How are the display spaces assigned?

Display spaces are assigned on a first-come, first-serve basis.

What happens if my display does not sell?

All items will be auctioned through our online auction system. In the event a display does not receive any bids, the item will be donated to a local assisted living and/or nursing home facility.

I can't make the Drop Off/Setup Day hours. Can I bring my display another time?

We appreciate you making every effort to join us on our scheduled Drop Off/Setup Days. If it is not possible, please contact lori@gocampuslife.com to discuss alternative arrangements.

How do you determine the opening bid?

Opening bids will be set by our Festival organizers. It will be based off of the information you provided, the minimum value of the display, and potential fair market value.

What is the Value of Donation?

The Value of Donation is the "sticker" price for your item. It would be the full price of it if it was purchased in the store.

Can I donate a gift certificate or other items with my auction item?

Yes, gift certificates and additional free-standing decorative items can be sold as part of your display. This adds value to the display. The actual gift certificate will not be by the display—it will be noted on the signage. Any free-standing decorative items will be displayed and incorporated within your display area.

What do the proceeds of the auction support?

All the proceeds from the sale of auction items go to support Campus Life Family Ministries. All funds will be used to continue ministry programs right here in Sheboygan County.



AUCTION DONORS

FAQS

Can my business/organization name be on the display?

Please **DO NOT** include your business/organization name on or in your display. Your business name will be visible on a sign which will be displayed in front of your item.

What items/themes will not be accepted?

This is a fun, family-friendly event and is appropriate for all ages. We will **NOT** accept any display that features or includes anything with weapons, violence, drugs, political in nature, controversial or morally objectionable. Campus Life reserves the right to refuse any display that comes into question.

What are some benefits of donating a display to the Festival of the Trees?

- **Recognition:** Your name or business/organization name will be prominently displayed on the signage in front of your display.
- **Event Visibility:** Many people will be attending this festival, and your name or business/organization will be front and center for all attendees to see.
- **Online Visibility:** Your name or business/organization name will be displayed on our website, auction site, and social media posts.
- **Promotion:** Through all the acknowledgements and recognition of your donation in and around the festival, you will receive promotion while doing something fun.
- **Supporting a Worthy Cause:** Through your donation during this charitable time of year, you will be supporting Campus Life Family Ministries, a worthy non-profit ministry, that is solely supported by donors.

Who do I contact if I have any questions?

You may reach out to Lori Knuth Gumm at Campus Life by emailing her at lori@gocampuslife.com.

