



Centerpiece

DONOR HANDBOOK

Includes all the guidelines for donating a Centerpiece 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



www.gocampuslife.com/fot



8920-457-2381



6426 S. Business Drive
Sheboygan, WI 53081



Thank you for your interest in donating a centerpiece 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!

Centerpiece 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.



Centerpiece Creation Guidelines

Get Noticed!

- Be creative--think about ways to make it unique.
- We will sell any 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 upon completion and will be priced and sold accordingly.



Centerpiece Decorating Guidelines:

TABLE DISPLAYS, CENTERPIECES, AND MANTLE DECORATIONS

- Lighted, traditional, Christmas and winter-themed displays tend to be most popular and sell the best and for the highest prices.
- Centerpieces must have a minimum value of \$75. (If you received some supplies at reduced cost, the actual cost to create would be less than the actual value.)
- Centerpieces must be artificial. No REAL greens.
- Collectibles included with your centerpiece should come with original packaging.
- **Please furnish a box/packing material for the delivery and storage of your creation.**
- Ornament tops must be glued to the ornament. All decorations must be wired or glued to the centerpiece.
- We encourage accessories such as candles, ceramics, table runner, etc. that will complement your display. These will be sold with your centerpiece. If you place real candles within your display, they will not be lit. If you have fake candles, you may have them on during the festival.
- Include any replacement bulbs and fuses in the storage box. Battery operated items will not be turned off during the festival. Make sure to include additional batteries in your storage box.
- NO advertising or business names may be included on the centerpiece. Your name will be identified on the signage by the centerpiece.
- You may include a gift certificate/card as part of your donation. Please do NOT place any gift certificate/card in the centerpiece. We will identify that a gift certificate/card is part of the donation on the signage.
- No water-filled ornaments or decorations can be used.
- Displays with these items or themes WILL NOT be accepted: weapons, violence, drugs, political, controversial or morally objectionable materials. ***We retain the right to refuse any decoration.**
- Please provide an easel if one is necessary for your centerpiece display.
- Centerpieces must fit into a space no larger than 24" X 24".

GLUING & WIRING

Guidelines

We rely on our centerpiece designers to follow these important guidelines so the centerpiece can be delivered to the new owner in the same condition as it was decorated. With a little extra effort on your part, you will create a centerpiece that not only will survive the move to it's new home, but be a delight for years to come!

Preparing the Ornaments:

1. Glue the tops on all bulbs and ornaments.

A. If the top is **removable**, please glue it in place to keep it from separating during transport.

Follow these simple steps:

Step 1: Remove the top.



Step 2: Hot glue around the top of the ornament where hanger sits.



Step 3: Replace top.



B. If the top is **not removable**, please glue around the top using clear hot glue.





GLUING & WIRING

Guidelines

Decorating Procedures: (Wire All Items to the Centerpiece)

BULBS & ORNAMENTS: These **MUST** be attached with floral wire, pipe cleaners, or zip ties. If you are using the wire or pipe cleaners, you must twist multiple times to ensure that it is secured in place. Looping the wire in a hook shape or just twisting once will **NOT** secure it enough to withstand moving.

PICKS: Picks **MUST** be secured by wire, pipe cleaner or zip ties. They can also be secured by wrapping their long ends around the branches. Check to make sure that the ends of the extra long picks are not visible from any angle. *Most picks need to be secured in multiple spots in order to ensure they will remain in their spot.*

GARLAND: Garland **MUST** be wired in placed using floral wire or pipe cleaners.

RIBBON: Ribbon must be wired in place using floral wire, pipe cleaners or zip ties.

LIGHTING: If your centerpiece is not pre-lit, make sure to secure the strings with pipe cleaner or zip ties to ensure safety of wires. Do not overload the amount of strings you can safely put together. If you are using battery operated lighting, make sure to hide the battery compartment. Make sure to include additional batteries for use in the storage box.

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.

Should I pre-decorate my centerpiece at home and bring it fully assembled?

Yes, the centerpieces should be fully decorated when you drop them off. If you have a bit of display to set up, let us know when you drop off, and you will be able to set it up.

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.

