



Festival of Trees

Benefiting
Hospice of Redmond

2025 Tree Decorator Guide

*Thank you for your interest in decorating a tree for Hospice of Redmond's 42nd Annual Festival of Trees Fundraiser! Our event in 2025 will be held on **Saturday, December 6th at the Deschutes County Fairgrounds**, but as you can see below, there are a couple of other noteworthy dates for our tree decorators to keep in mind.*

*Being a tree decorator at Festival of Trees does not simply mean you decorate a tree for our live auction — being a tree decorator is a **generous commitment of time and supplies!** Tree decorators buy a tree, the decorations and (if they so choose) any items to be auctioned off with the tree. Sometimes businesses sign up to be a tree decorator, and sometimes individuals do. Regardless, we are grateful for your donation and your time.*

Festival of Trees Timeline:

October 1st—Tree Decorator Registrations and descriptions due

November 1st—All final revisions to registrations or descriptions due

Friday, December 5th—Tree Decorators tree set up 9 am—5 pm at the Fairgrounds

^this is when you actually decorate your tree!

Saturday, December 6th—Festival of Trees event day

Sunday, December 7th—Tree and gifts delivery from 9 am—2 pm

Tree Requirements:

- Please use only **artificial trees, 7 1/2 feet tall with a metal tree stand** (full trees preferred over slim). We need trees to be this size so they fit in the delivery trucks the next day.
- Please fasten decorations to your tree with **wire**.
- If you have gift certificates to go with your tree, those should be placed in an envelope, labeled with the tree number (assigned on Friday) and given to the payment room on Friday.
- Reminder: the tree, stand, and *all decorations* become property of the tree buyer and they cannot be returned to the donor.

Tree Design and Themes:

- Let your imaginations run wild and decorate as you please! Your tree should reflect a cohesive theme with color, decorations and gift items that all work together and form a unified package.

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Gifts Under the Tree:

- Most people like to put an assortment of gifts under the tree since it increases its auction value. This is your choice—you do not have to include gifts.
- **Gift certificates/jewelry:**
 - Please utilize a placeholder for any gift certificates or jewelry you have to go with your tree (i.e., a festive envelope or a photograph). *Do not put gift certificates or jewelry under the tree.*
 - The original gift certificate or any jewelry should be placed in an envelope marked with the tree name and number (number assigned on Friday) and given to the payment room on Friday.
 - The gift certificate or jewelry will be given to the tree buyer when they pay for their tree.

Valuing Your Tree:

- Please remember that the value of your tree is not necessarily what it will sell for during the live auction. The value of your tree is how much money it would cost to replace the entire package. This includes the tree itself, purchased or handmade ornaments, and any gifts which go with the tree. It is important to write in a true value for the replacement cost, as tax deductions available to the buyer depend on this information.
- Each tree decorating team's contact person will receive a thank you letter which will include our nonprofit tax ID number and the tree value you have submitted. Please consult your tax advisors regarding any tax deductions.

People's Choice Award:

- During the daytime event, hundreds of people come through and view all of the trees. They then vote for the People's Choice Award! The winner is presented with a plaque during the evening event, and they get a special shout out on social media so the daytime attendees know who won.





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2025 Tree Decorator Registration

Registrations may be submitted at any time, but no later than October 1st 2025. Registrations will be accepted on a first come, first served basis. Space is limited to 35 trees.

Tree descriptions may be submitted after the registration is submitted, but they must be turned in October 1st 2025 in order to make printing deadlines.

Name of the tree: _____

(Please print the name of the tree as you wish it to appear in the event program)

Business or decorator names: _____

(Please print the name of your decorating team as you wish them to appear in the event program)

Contact name: _____ Mailing address: _____

(Please indicate if home or work)

Contact phone: _____ Other phone: _____

(Primary number to be used)

Contact email: _____

Estimated total value of the tree package: \$ _____

*(This is **not** how much it should sell for at auction, but how much it would cost to replace this entire tree package. If the value changes substantially prior to the event please contact us, as we share this information with the tree buyer).*

Items included with the tree: *(This will go on the posters next to each tree)*

See next page

(Continued) Items included with the tree: *(This will go on the posters next to each tree)*

Tree description: *(This will go in the evening program)*

Please describe your tree in no more than 200 words. Be sure to include any special information such as a special theme, a brief description of the color schemes and/or the decorations (i.e., “red and gold decorations bringing to mind the Victorian era”), items under the tree, if the tree is decorated in memory of someone, any handmade ornaments, gift certificates etc.

Thank you so much for your generous support of Hospice of Redmond

We are a community-based nonprofit hospice organization which has served all of Central Oregon since 1979.

This is our 42nd Annual Festival of Trees event!

If you or someone you know is suffering from a serious illness, we are a phone call away. We would be honored to help you.

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