



2019 Tree Application

Event : Saturday, DEC 7, 2019 at the Chetco Grange

Non-Profit Organization: _____

1st Contact Person: _____

Mailing Address: _____

Email: _____

Phone: _____

2nd Contact Person: _____

Mailing Address: _____

Email: _____

Phone: _____

Wreath to bid on ? yes no **If yes, how many?** _____

Selling Items ? yes no

Sponsor ? yes no **Name :** _____

Sponsorships : Please see separate Sponsor Application due by Friday, Nov 15, 2019. We encourage you to obtain support for your tree. Sponsor may pay for tree entry fee of \$40 and/or provide ornaments/items/gift certificates. Your group may have more than one sponsor. ChariTree will promote & try to get your group a sponsor. For our advertising, please let us know who is sponsoring your tree as soon as possible.

Limited space available. To reserve your spot, please email the above information to

charitreeholidayfestival@yahoo.com or call 541 – 469 – 1816.

Attach a copy of the application with your non-refundable entry fee check of \$40 to purchase your tree by Monday, October 7, 2019.

Mail the check to : ChariTree Holiday Festival, Joan Willis PO Box 3016 Brookings,OR 97415

2019 ChariTree Holiday Festival

DATES & TIMES: All activities are at the Chetco Grange Community Center in Harbor on Zimmerman Lane at HWY 101.

- **Thursday, Dec 5 : 10 am – 7 pm** to decorate the trees. Let us know if you need to stay longer. *Please bring an extra ornament that represents your organization to decorate the ChariTree's tree.*
- *ChariTree Silent Raffle* : The raffle helps support the purchase of trees, stands, bags, awards, Gala Night, etc. If your group wishes to participate, please drop-off items or gift baskets by Dec 5.
- **Friday, Dec 6 : 8 am – 9:30 am** *For Judges, finish decorating if necessary, Trees MUST be done by 9:30am.*
- **Friday, Dec 6 Gala Night** : Chetco Grange **5:30pm – 7:30pm**. Preview of trees event for the non-profits and sponsors. *Each participating non-profit is kindly requested to bring finger-food for a pot-luck.*
- **Saturday, Dec 7 : Event 11 am – 4 pm** Must have volunteers stay at your tree during the event. Lunch will be available for purchase at \$5.
Bidding ends at 3:45 pm. We provide the bidding sheets. To keep it fair to the community and the ChariTree participants, there will be no bidding by the person minding the tree. However, someone else from your organization can bid on the tree. And there is NO bidding after time is called. *You are expected to contact the winning bidder for tree pick-up.*

EVENT REMINDERS:

- ChariTree buy's the live trees (approximately 6-7 FT tall), the stand, and large tree bag for delivery.
- We recommend a short table to elevate your tree. Also bring an electric cord (12 FT or longer) with your name on it.
- Suggest to bring a small table or TV tray to display information about your organization & a sign displaying the activities you do for the community.
- Organization may sell your own items, but be aware that it all must fit into your small area (around 5 FT X 6 FT).
- You may also attach gift certificates signs to your tree.
- *Securely attach* lights and each ornament by twisting a wire or hook or twisty ties to each tree branch for transportation of the bidder's tree.
- Please only use masking or painter's blue tape on the floor and walls.

There will be Adult and Youth categories of awards decided by community judges and one by a people's choice ballot. Each award will receive \$35. See separate Awards List for criteria.

ChariTree is excited & looking forward to seeing your tree!

Mission Statement : ChariTree is a non-profit committee of the Brookings Area Council for the Arts that brings awareness of local non-profits and helps them to fundraise for their activities all while the community enjoys a holiday festival of trees.

ChariTree Holiday Festival ChariTree - BACA Tax ID# 93-0899520

Email : charitreeholidayfestival@yahoo.com

Phone PR-Committee, Joan & Jenna Willis : 541 – 469 -1816

charitree.home.blog

ChariTree Holiday Festival December 7, 2019 at the Chetco Grange

Sponsorship Application

A list of this year's participating non-profits will be on-line at charitree.home.blog.

For advertising, application due by Friday, November 15, 2019

email charitreeholidayfestival@yahoo.com or mail to :

ChariTree Holiday Festival, Joan Willis P.O. Box 3016 Brookings, OR 97415

Non-Profit Organization : _____

Sponsor Name : _____

Mailing Address: _____

Email: _____

Phone: _____

Option 1) Pay for live Christmas tree entry fee of \$40 : ____ Yes

Option 2) Donate money towards tree decorations : Amount \$ _____

Option 3) Ornaments/Items/Gift Card or Certificate Description/Value :

Option 4) “ChariTree Silent Raffle” Donate Basket/Items : Description/Value :

Come and enjoy the 2019 ChariTree Holiday Festival!

- **Friday, December 6 *Gala Night*** at the Chetco Grange 5:30pm – 7:30pm. Preview of decorated live trees event for participating non-profits and sponsors. Community judges Adult and Youth awards are announced, each category winner receives \$35.
- **Saturday, December 7 *Christmas Family Event* 11 am – 4 pm FREE** at the Chetco Grange
Vote for your favorite decorated tree! Winner of the public choice award receives \$35. Buy ChariTree Silent Raffle tickets and non-profit's gift items. Frozen Princess Elsa visit! Lunch will be available for purchase at \$5 each, proceeds will benefit the Chetco Grange. Silent tree and wreath auctions bid ends at 3:45 pm.

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2019 Set-up Day : Thursday, Dec 5 : 10 am – 7 pm to decorate the trees. Let us know if you need to stay longer. **Please bring an extra ornament that represents your organization to decorate the ChariTree's tree.**

Awards List

Winners receive \$35 each.

People's Choice Award : Public vote at the event by ballots. All Adult and Youth Groups are eligible.

COMMUNITY JUDGES :

Adult Groups

- Best In Show : Best in over-all design and theme. Emphasis on originality, attractiveness, and difficulty.
- Elves Award : Emphasis on creativity, fun, and Christmas spirit. Hand-made ornaments is a plus.

Youth Groups

- Santa Award : Emphasis on showcasing youth organization or community. Creativity, youth must make at least 50% hand-made ornaments and decorate the tree.

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ChariTree Holiday Festival
December 7, 2019 at the Chetco Grange

11am - 4pm

Event Program (*draft*)

ChariTree Holiday Festival door opens 11am, bidding ends 3:45pm (*live trees decorated on floor and stage*)

- Silent Raffle (*proceeds benefit ChariTree*)
- Silent Tree & Wreath Auctions (*auction sheets provided*)
- People's Choice Award (*ballot sheets provided*)

Ornament Workshop for Kids 11am - 2pm (*back storage room*)

Lunch available for \$5 11:30am – 2pm (*lunch proceeds benefit Chetco Grange*)

Frozen Princess Elsa 12:30pm – 2:30pm (*time pending*) Parents can take photos of kids with Elsa and favorite tree.

Wrap Trees and Clean-Up 4pm – 5pm (*ChariTree will provide and set-up the tree bag under the stand.*)



**ChariTree
Holiday Festival**

Saturday, December 7, 2019

*ChariTree
Holiday Festival*

11am - 4pm at Chetco Grange in Harbor

FREE Event ~ Kid Friendly

Frozen Princess Elsa visit!

Raffle Prizes!

Vote for your favorite decorated Christmas tree by local non-profits!

Silent Live Tree Auction *bidding ends at 3:45pm*

Lunch will be available for purchase \$5.

charitree.home.blog