

2023 GRAND TREE HANDBOOK

Thank you for generously Sponsoring/Decorating a Grand Tree for the 2023 Numerica Festival of Trees, a fundraiser for the Numerica Performing Arts Center. Your dedication will bring our community joy this holiday season and directly impact local arts. It's all possible because of **YOU!**

Joy, the arts, and our community is what ultimately connects the Festival to the Numerica PAC. This year, we are leaning into that to make it even more accessible. Which is why we are thrilled to unveil some big renovations to this five-day holiday event themed: *A Christmas to Remember*.

This year, all Grand Trees will be displayed throughout the Festival week in the Exhibit Hall of the Wenatchee Convention Center. Trees valued *under* \$1000 (including the tree, décor, and gifts) will go into a silent auction that opens at Festival of Spirits and closes during the Tannenbaum Auction. Note that they are also available for immediate purchase to Golden Ticket winners at the Swanky Soirees and Tannenbaum Auction. Trees valued *over* \$1000 will be available for purchase in the live auction at the Tannenbaum Auction. A worksheet is included here to help you determine your tree's value.

We've updated this handbook! Please review it 😊

Linda Belton, Grand Tree Chair, and her Grand Tree Committee will be your guide for the duration of this experience. Volunteer committees are responsible for much of the implementation of the Festival, and they strive to make it the best experience possible for everyone involved - which is no small task when it comes to the Numerica Festival of Trees! If you ever need something more, you may contact me at fot@numericapac.org or 509-665-9096.

With gratitude,

Marissa Collins
Numerica PAC Development Director

IMPORTANT DATES AT A GLANCE

Thursday, September 28 @ 6:00 pm
[Optional] Designer Q&A Meeting

Mon, October 2
Tree Orders Due

Monday, October 9 @ 6:00 pm
[Optional] Designer Q&A Meeting

Monday, October 30
Grand Tree Designer Form Due

Monday, November 6 @ 6:00 pm
[Required] Designer Prep Meeting

Sun, November 12 @ 10am-7pm
Mon, November 13 @ 9am-7pm
Tue, November 15 @ 9am-5pm

Tree decorating onsite
at Wenatchee Convention Center
(Trees must be done by 5pm on Tuesday)

Sun, November 19 @ 4pm
Designers Onsite to Pack Tree

PLANNING YOUR TREE

- We encourage you to **choose a theme** for your tree design. Having broad appeal will attract a larger audience. Grand Trees have been displayed in homes, hospitals, businesses, and nonprofits.
- For some audiences, it's what's under the tree that counts. We recommend you **include gifts under your tree**. Be creative! Gifts must be visible and unwrapped, unless approved by Linda.
- Design **spaces are 4'x4' or 6'x6'**. We love it when designers maximize their provided space to create a scene for their tree.
- **All items under and on the tree will be sold with the tree**, apart from platforms/tables that elevate your tree. Round, 2'x2' cocktail tables may be provided to place the tree on, upon request.
- A **tree skirt** must be included with your tree.
- You may **decorate at home or onsite**. Purchased trees will be available for pick-up at the Numerica PAC by October 23. They will arrive packaged, so plan some time to fluff your tree.
- Plan for **at least 4 hours to decorate**. A decorating team of 2 or more people and a design plan are recommended.
- Your tree is intended to move to its final destination after the Festival ends. All lights, garland, and ornaments must be **securely wired to the tree** for safe transportation.
- Trees **may not exceed 9 feet**, including the topper. Note that trees exceeding 8 feet, are difficult to display in an average home. All trees must fit through a standard, 36" wide doorway.
- If you are providing your own tree, you must use **NEW, artificial** trees only.

DECORATING TIPS & GUIDELINES

General

- Your tree donation becomes the sole property of the Numerica Festival of Trees including all décor, trim, lights, tree skirt, and displayed items.
- No weapons or inappropriate or offensive materials are allowed on or around the tree.
- Any items that cannot be delivered with the tree can NOT be included with the tree, with the exception of the platform/table that the tree stands on.
- If anticipating a possible issue, check with the Grand Chair before including it with your tree.

Ornaments

- It is recommended to use 45-60 decorations per foot with various sizes and types of ornaments.
- A few, very large ornaments can help establish your theme.
- Tucking extra ornaments toward the center of the tree adds interesting depth.
- Any advertising or logos on the tree must be approved by the Grand Chair.
- A variety of materials can be used to fill empty spaces, such as ribbons, strings of pearls, bows, tulle, pinecones, garland, flowers, etc., but all greenery must be artificial.

- All ornaments must be wired to the tree (NOT permanently affixed to the tree) to ensure safe delivery. Hot-glue ornaments to their hangers or where any multi-pieces meet.
- Heavy toppers light are difficult to keep affixed to the top of a tree, so it is recommended to keep toppers light in weight.

Lights

- All lights must be new, miniature size, of straight-line circuitry, and UL approved.
- LED lights are preferred as they are cool burning and conserve energy.
- It is recommended to use at least one set of 100 miniature lights per ft. of tree, but do not exceed 200 lights per ft. Follow the instructions included with your light sets.
- Bring extra strands of lights on Decorating Day for replacements, if needed.
- Replace burned-out bulbs immediately to prevent strain on remaining bulbs.

Under the Tree

- Only blue painter's tape can be used to affix items to the floor.
- If you choose to elevate your tree, items used must be sturdy enough to support the weight of the tree and must be covered on all four sides by a tree skirt, drape, snow blanket, or other covering.
- Props and backdrops may not obstruct the view of other trees, must be easy to move, and fit in your tree space.
- Designers are welcome to procure cash donations, goods, services, and additional gifts for the tree. Procurement forms are available online at <https://numericapac.org/procurement-form/>.
- Gift cards/certificates and small valuables will be listed on your tree sign but consider displaying "copies" of them in creative ways. These items will be stored securely in the Numerica PAC office.

Power

- Power will be provided for each space, including an outlet and extension cord. Additional electrical cords are the responsibility of the designer.
- Electrical cords must lie on top of the floor covering and not under heavy tree stands or props.
- If your tree needs multiple outlets, please provide a power strip that will be sold with the tree.

ONSITE DECORATING

Sun, November 12 @ 10:00am – 7:00pm

Mon, November 13 @ 9:00am – 7:00pm

Tue, November 15 @ 9:00am – 5:00pm (*must be finished by 5pm*)

at Wenatchee Convention Center

Please Note

- Accommodations may be made to decorate **earlier/later hours** if requested in advance.
- Should the Numerica PAC find that all decorators have left the facility prior to the close of the daily schedule, **the facility will be closed and locked early**, so let the Grand Tree Chair know

if you are arriving later in the day and check out with the onsite supervisor prior to leaving for the night.

- **Drinks and snacks** will be provided for designers and helpers throughout the three days of decorating. Other arrangements are the responsibility of the decorators and their teams.
- **Eight-foot tables** will be provided during setup – please be prepared to share.
- No children, pets, or guests will be allowed onsite during the decorating schedule unless approved by the Grand Tree Chair or onsite supervisor.
- Respect your neighbor. Make sure that you and your helpers don't walk through other spaces and keep your supplies contained within your own area.
- It is a fun and exciting day, but also stressful, so **please be flexible and kind to others.**

Recommended Equipment and Materials to Bring with You:

Please label the items you bring, including boxes, cords, and supplies. FOT staff and volunteers are not responsible for lost or stolen items.

- | | |
|---------------------------------------|-------------------------|
| ○ Wire or Twist-Ties and Wire Cutters | ○ Needle Nose Pliers |
| ○ Glue Gun | ○ Fishing Line |
| ○ Blue Masking Tape | ○ Tool Belt/Apron |
| ○ Scissors | ○ Extra Bulbs and Fuses |
| ○ Ladder/Step Stool | ○ Hand-Truck |

VIEWING HOURS

Wed, November 15

Festival of Spirits [Ticketed Event]
5:00pm / Numerica PAC + Convention Center

Thu, November 16

Free Public Viewing
10:00am-7:00pm / Convention Center

Christmas Karaoke Competition
6:00pm / Numerica PAC

Fri, November 17

Free Public Viewing
10:00am-5:00pm / Convention Center

Swanky Soiree [Ticketed Event]
6:00pm / Numerica PAC

Sat, November 18

Free Public Viewing
10:00am-5:00pm / Convention Center

Teddy Bear Time
10am & 12pm & 2pm / Convention Center

Swanky Soiree [Ticketed Event]
6:00pm / Numerica PAC

Sun, November 19

Free Public Viewing
10:00am-1:00pm / Convention Center

Tannenbaum Auction [Ticketed Event]
2:00pm / Convention Center

PICK-UP/DELIVERY OF TREES

PACK-UP & PICK-UP:

Conclusion of the Tannenbaum Auction
Sun, November 19 @ 4:00pm

at Wenatchee Convention Center

DELIVERY:

Sun, November 19 –
Wed, November 22

Starting at Numerica PAC

Please Note:

- **Designers are required to be onsite** to help pack up their tree following the Tannenbaum Auction unless arrangements are made in advance with the Grand Tree Chair.
- For a small fee, tree purchasers may choose to have their **tree delivered**. Deliveries are done by Festival Volunteers and are not the sponsor or designer's responsibility. A delivery schedule will be established after the Tannenbaum Auction.

Preparation for moving requires the following:

Keep in mind that all items with your tree must be packed, lifted, and delivered through standard-sized doors of homes (and elevators, in some cases). Please utilize materials that can withstand the moving process unless you can make other arrangements for transfer to the buyer's home. This includes heavy and/or otherwise oversized items that may exceed our capacity to deliver.

1. Bring boxes large enough to pack all items. Label each box with the sponsor's name and the box number (out of total number of boxes) associated with your tree.
2. Remove the tree topper and pack it in the container that you have provided.
3. Wire outlet strips to the tree base and place included extension cord(s) in the packing box.
4. Pack especially valuable and/or breakable ornaments. Mark their location on the tree with colorful yarn or ribbon and identify the ornament/item that goes there.
5. Close (do NOT seal) all boxes and set them next to the tree.
6. Do a final checkout with the Grand Tree Chair.
7. Tree purchasers will have the choice of having you, as the tree designer, assist in the final "fluffing" of the tree onsite. A Festival representative will advise you of expected tree delivery times and other scheduling issues that would affect the best timing for assistance.

MOST IMPORTANT

**Have FUN and enjoy your time with the
decorators!**

- Thank You for Supporting the Numerica Performing Arts Center -

GRAND TREE SPONSOR FORM

TREE SPONSOR

Sponsor Name: _____

Mailing Address: _____

Sponsor Contact Name: _____

Sponsor Contact Email: _____

Phone: _____

**If you have a logo, please send it to fot@numericapac.org*

PRELIMINARY TREE INFORMATION

Select Your Sponsorship Option:

- I do not need a tree or a designer.....\$60 Sponsorship Total
- I need a tree but not a designer.....\$160 - \$560 Sponsorship Total
- I need a tree and a designer.....\$1560 Sponsorship Total

Select Your Design Space:

- I would like a 4' x 4' design space
- I would like a 6' x 6' design space

DESIGNER CONTACT

Lead Designer Name: _____

Lead Designer Email: _____

Phone: _____

Lead Designer Mailing Address: _____

GRAND TREE DESIGNER FORM

Deadline for completion is October 30, 2023

Sponsor Name: _____

The following information will be used for signage, programs, and marketing. Changes may be made at a later date (please contact your Grand Tree Chair) but cannot be guaranteed for certain items.

DESIGN TEAM

Lead Designer Name: _____

Design Team Member Names: _____

TREE INFORMATION

Tree Title: _____

Theme Description: _____

Tree Gifts (summary of special gifts that will accompany the tree): _____

**If you or a donor would like a tax receipt for donated items, please submit the online procurement form: <https://numericapac.org/procurement-form/>*

Tree Value:

ITEM	VALUE	ITEM	VALUE
Tree:		Skirt:	
Ornaments:		Props/Backdrops:	
Lights:		Furniture	
Garland/Fillers:		Gifts	
Topper:		Misc:	
Total Value:			

AGREEMENT

Thank you for your contribution to the 2023 Numerica Festival of Trees. Please remember that decorating costs are the responsibility of the designer and will not be provided or reimbursed unless explicitly arranged in advance.

By signing the below, you waive, release, and discharge the Numerica Performing Arts Center of Wenatchee and Wenatchee Convention Center's Staff, Board of Directors, Agents, and Volunteers from any and all claims, allegations, losses, or liabilities for death, personal injury, partial or permanent disability, lost wages, property damage, medical or hospital bills, theft, or damage of any kind, which may in the future arise out of or relate to your participation. Signing the below certifies that you are eighteen (18) years of age or older, have read the Grand Tree Handbook, and clearly understand and accept all the information outlined.

Name:**Date:****Signature:**

DESIGNER FUNDING FORM

Congratulations! You have been selected to design a pre-sponsored Grand Tree for the 2023 Numerica Festival of Trees. Grand Trees sponsors believe in the Numerica PAC's mission to provide our community with first-class, live entertainment. We are thrilled and honored that you have committed to dedicate your time, energy, and efforts to support our shared passion for this mission.

As a Designer for a pre-sponsored Grand Tree, you will receive up to \$1,000 (paid by the sponsor) in the form of an advance or reimbursement to purchase items for the tree (not including the tree itself). Your tree will automatically go into the Live Auction. It will be your responsibility to purchase and procure items to decorate your tree. Please fill out the form below to receive payment.

AGREEMENT

1. All pre-sponsored Grand Tree Designers must complete this form in full by **October 20** to receive an advance or reimbursement of funds. Please return completed form to the Grand Tree Chair.
2. Payments are issued within one week of request. You will be responsible for picking up your check at the Numerica PAC Box Office when it is ready.
3. All receipts, whether you received an advance or you are being reimbursed, will be due and turned in to the Grand Tree Chair with an expense list by **November 19**.
4. If you do not spend all monies from your advance, please return the remaining balance by November 19 to the Grand Tree Chair or Event Coordinator.

By signing the below, you agree to the information outlined above. If you receive an advance, but do not use the entirety of your stipend, you agree to return any unused funds. Whether you receive an advance or reimbursement, you understand that an funds spent beyond the allotted \$1,000 budget will be considered a donation to FOT.

Signature _____

Date: _____

PAYMENT METHOD

I wish to receive the budgeted amount for my tree (select one):

As a budget advance

As a reimbursement

Name on Check: _____

Email Contact: _____