NUMERICA PERFORMING ARTS CENTER

NUMERICA
FESTIVAL of TREES
WENATCHEE

CLASSIC TREE DESIGNER HANDBOOK 2026

WELCOME

Thank you for your interest in designing a Classic Christmas Tree for the 2026 Numerica Performing Arts Center Festival of Trees (FOT). This is the Numerica PAC's largest fundraiser of the year, and all proceeds go to the overall operations of the theater. Thank you in advance for your time and energy designing a Classic Tree!

As a designer, your responsibility is to identify and procure decor or items you would like to put with your 4-foot tree. Please note:

- **We order the tree for you from a select option list you may choose from.** The order fee is $75.00 per tree.

We hope this packet provides you with the information you need. If you have any questions, please don't hesitate to call or email a FOT committee member.

FESTIVAL OF TREES SCHEDULE

Wednesday, Nov 18	Free Public Viewing	5:00 PM – 8:00 PM
Wednesday, Nov 18	**Amateur Hour** *(First Come, First Served)*	5:00 PM – 8:00 PM
Thursday, Nov 19	Free Public Viewing	10:00 AM – 5:00 PM
Thursday, Nov 19	**Festival of Spirits** *(ticketed event)*	5:00 PM – 8:00 PM
Friday, Nov 20	Free Public Viewing	10:00 AM – 5:00 PM
Friday, Nov 20	**Swanky Soiree** *(ticketed event)*	7:00 PM – 10:00 PM
Saturday, Nov 21	Free Public Viewing	10:00 AM – 5:00 PM
Saturday, Nov 21	**Dinner & Live Auction** *(ticketed event)*	6:30 PM – 10:00 PM
Sunday, Nov 22	Free Public Viewing	10:00 AM – 1:00 PM
Sunday, Nov 22	**Teddy Bear Time** *(ticketed event)*	10 AM | 11:15 AM | 12:30 PM

CHAIR & CO-CHAIRS CONTACT INFO

GRAND TREES CHAIR
Linda Belton
Linda.belton@gmail.com

MINI TREES, WREATHS CHAIR
Kathy Campbell
Katink221@gmail.com

CLASSIC TREE CHAIR
Jessica Clay
jclay@numericacu.com

2026 DESIGNER SCHEDULE

October – November 2026	Purchase ornaments, lights, & gifts
Friday, November 7	Classic Tree Design Information Form and Procurement Form due to Box Office (see pg 10)
Sunday, November 15 12PM – 7PM **Monday, November 16** 9AM – 7PM Tuesday, November 17 9AM - 7PM	Tree Decorating at the Numerica PAC **Recommended to decorate your tree off-site to limit amount of time spent in the Numerica PAC on decorating days.**
Wednesday, Nov 18	All trees will be photographed & posted online
Sunday, Nov 22 1:30PM	Tree takedown & Pack-up **YOU MUST COME AT 1:30PM AND PACK UP YOUR TREE FOR WINNING PURCHASERS TO PICK UP AND TAKE HOME!**

PLANNING YOUR TREE

We encourage you to choose a theme, but artistic creativity and imagination should take precedence over your theme. Having broad appeal will make your tree more appealing to a larger audience. If your theme is specific to a limited number of buyers, please have a purchaser in mind.

The title of your design and description of your tree will be included in the Numerica Festival of Trees general program and on your tree signage. Tree designers, title and description may also be included in event press releases and on numericapac.org.

Theme Ideas: The following theme ideas may be helpful as you plan your design.

Era & Place
- Christmas in the Northwest
- A Northwest Christmas Garden

Traditional
- Santa's Dream
- The Night Before Christmas

Song, Page & Stage
- Clara's Toy Box
- When You Wish Upon a Star

Children & Character
- A Child's Christmas Past
- A Night of Christmas Magic

Elegant
- Starry, Starry Night
- Winter Elegance

Whimsical
- Treasures from the Attic
- Magic Comes When You Believe
- Storybook Christmas

Unique Themes
- Faith, Hope and Charity
- Gifts from the Heart
- Family: A Time to Treasure

REMEMBER THE WOW FACTOR

Consider Your Buyer: Think BIG to create the most exciting, eye popping and amazing tree possible!
Tree purchasers are as diverse as the trees they buy. Some key elements to remember while you design and decorate your tree:

Individual Purchasers – are looking to decorate their home or the home of a loved one

Corporate Purchasers – are looking to enhance their business office, lobby or showroom. Often they are looking for trees with items or ornaments that can be given to their employees

Philanthropic Purchasers – are looking to purchase a tree to donate to their favorite organization, school or hospital

DESIGNING AND DECORATING YOUR TREE

Classic Tree Types:

- All 4-foot tree types are eligible
- Designers have the option to flock their trees if they wish. Canned "snow" is available at Lowes, HomeDepot, Target and Walmart

Ornaments

- Vary the size and type of ornaments
- A few very large ornaments can help establish your theme Unique and non-ornament decorations are eye catchers an uneven number of ornaments creates visual balance
- Generally, smaller ornaments should be at the top and larger ones at the bottom Hand-made, antique or collector ornaments increase the appeal of the tree
- No commercial advertising is permitted on the tree
- NO GIFT CERTIFICATES OR GIFT CARDS ALLOWED ON THE TREE ITSELF. We will have envelopes
- for each tree that the Purchaser takes home with the tree. All gift certificates or cards will be in the envelope and given to the Purchaser at Check Out

Flowers

- Any dried flowers or floral fillers on the tree or under the tree must be sprayed with flame retardant including – eucalyptus, any dried flowers, leaves, pinecones, holly, etc.
- All silk flowers, plastic berries are acceptable

Garland

- All greenery must be artificial
- Helps give your tree a finished look and adds that needed pizzazz
- Many different materials can be used – ribbons, strings of pearls, popcorn, candy, grapevine, feathers
- Can be arranged in patterns – swags, spirals, streamers, etc.

Lighting

- One electrical outlet, a multiple outlet strip and an extension cord will be provided for each space.
- 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 you want to add more lights to your tree, all lights must be new, miniature size, of straight- line circuitry, and UL approved
- Clear lights are preferred as they work best with most trees and color schemes, are cool burning and conserve energy
- Select light sets with green cords for use on green or spot flocked trees; those with white cords are best for fully flocked white trees
- Use something colorful to mark the end of each light string in case of an outage
- Plan at least one set of 100 miniature lights per ft. of tree, but do not exceed 200 lights per ft.
- Bubbling, blinking, and musical lights are not allowed, along with spotlights and large bulb light strings; lights should enhance the tree, not potentially disrupt or distract from other trees
- Replace burned out bulbs immediately to prevent strain on remaining bulbs

Assembly

- All ornaments, lights, garland, bows and filler **must be wired** firmly on the tree to prevent damage during transportation. We recommend florist gauge wire #26 or green pipe cleaners as wire. Use wire that matches the trees
- Ball-type ornaments should be **hot-glued** to their base so they do not separate during transport. Secure larger, focal point ornaments first
- Ornaments with inserted or slip-on hanging attachments must be glued where the two pieces meet so the hanger doesn't slip out. Hot gluing is recommended and should be finished prior to decorating day
- Apply ornaments in evenly distributed triangles all over the tree
- Tucking extra ornaments toward the center of the tree adds interesting depth

Filling Empty Spaces

- A variety of materials can be used to fill empty spaces: ribbons, bows, raffia, tulle, pinecones, moss, holly, flowers, etc.
- Bows and ribbon garland can be an economical and appealing touch
  - Floral satin wire ribbon is easier to tie than other types of ribbon. Many shades and patterns are available
  - Velvet ribbon is beautiful but due to its thickness, is more difficult to tie. If you use velvet, having a person on your team with experience tying bows will be helpful
  - The wider the ribbon, the more yardage it will take to make a bow. It will take an average of 2 to 4 yards to make a bow
  - Tie the center of the bow with a pliable wire, using enough wire to tie the ribbon to the tree

Gifts with the Tree

- Designers are encouraged to procure goods and services and additional gifts for the tree, however, this is not mandatory. Anything that goes "with" the tree just adds overall value and attractiveness to the purchaser! (Which means more money for this fundraiser!)
- If you have a gift certificate, tickets, etc. please make a copy and keep in your files
- Original certificate and paper gifts will be kept in the Numerica PAC Office and given to the Purchaser on Sunday when they pick up the tree
- All Items that accompany the tree must be checked in with the Classic Tree Chair at the time of check-in
- All items under the tree should be "deliverable" – e.g. purchaser can fit in a truck or car There should be NO empty boxes on display – everything must contain a gift. It displays well to leave the gifts unwrapped so viewers can see all the items included
- **All items placed in and around the tree will be sold with the tree – nothing can be marked "For Display Only". THE ONLY EXCEPTION WILL BE THE TABLE THE TREE SITS ON**
- Please supply boxes to transport all gifts to the purchaser's home – you will pack them up on Sunday

Under the Tree

- You will be provided a 5’ x 5’ space to decorate your tree and the space around the tree
- You are required to furnish a tree skirt. Tree skirts can be simple, elaborate and creative – but should enhance and contribute to the tree’s theme. TREE SKIRTS CANNOT BE RETURNED. PURCHASER TAKES THEM HOME WITH THE TREE
- Only blue painters' tape is to 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. If you use your own table/stand, you can take this with you after the tree has been packed up on Sunday.
  ALL OTHER ITEMS GO WITH THE TREE. NO EXCEPTIONS

SPECIAL CONSIDERATIONS

Design Space

- Floor space must be covered in keeping with the theme. Be aware of electrical cords that may be under your tree and take care to camouflage them
- Do not overflow your allotted space
- Props and backdrops may not obstruct the view from one tree to another
- Tree toppers may need to be removable

Flame Retardant

- All dried natural materials, such as pinecones, baby’s breath, stattice, grapevine, hay, straw, etc., used to decorate your tree, must be sprayed with an approved flame retardant. Materials found to be completely resistant to treatment are certain forms of eucalyptus, plastic ribbons, latex coated greenery, and some preserved greenery
- A tag must be attached to the tree that includes the following information: brand name of flame retardant, how retardant was applied (i.e. dipped, sprayed, painted, etc.), and date retardant was applied

Tree Topper

- If it makes the tree taller than 5’, the tree topper must not be permanently affixed to the tree. The sponsor or decorator must supply a box for transporting the tree topper if necessary
- If you have a tree topper larger than 1’, it must be removed at Festival teardown and boxed for delivery with the tree

Limitations

- All backdrops, vignettes and props must be easy to move and fit in your tree space
- Please keep in mind that for delivery purposes, all of these items have to be packed, lifted and delivered through standard- sized doors of homes
- Please be sure to utilize materials that can withstand the moving process without serious damage, unless you can make other arrangements for transfer to the buyer’s home

DECORATING

It is recommended you start decorating your tree off-site to limit the amount of time spent in the Numerica PAC on Decorating Days.

Should the Numerica PAC find that all decorators have left the facility prior to the close of the daily schedule, the Numerica PAC will close and lock the building. Re-entry after Numerica PAC staff have closed and locked the building will not be available. Please remember to check out with a Numerica PAC staff member prior to leaving for the night.

It is a fun and exciting day, but also stressful, so please be flexible and kind to others. Decorating days are busy times with many boxes, cords and supplies in a contained area.

- Recruit an adequate number of helpers. Have enough people on hand to get things done in an efficient manner
- Respect your neighbor's space. Make sure that you and your helpers don't walk through other spaces and keep your supplies contained within your own area
- No pets, or guests will be allowed in the Numerica PAC during the decorating schedule. Children are ok as long as they are not disruptive to other decorators or Numerica PAC staff.

Equipment and Materials You May Need

Please label all of your personal equipment. The Numerica PAC staff and volunteers are not responsible for lost or stolen items.

- ❑ Wire or Twist-Ties to attach ornaments
- ❑ Glue Gun & Glue Sticks
- ❑ Blue masking Tape
- ❑ Scissors
- ❑ Ladder
- ❑ Decorations for Tree
- ❑ Wire Cutters
- ❑ Extension Cord *(power cord w/ multiple plug-ins provided)*
- ❑ Needle Nose Pliers
- ❑ Fishing Line
- ❑ Tool belt/Apron
- ❑ Tree Skirt
- ❑ Gifts
- ❑ Extra Bulbs/Fuses
- ❑ Hand Truck, if applicable

TEARDOWN AND CHECKOUT

- On **Sunday, November 22, 2026**, **at 1:30pm**, you will be responsible for packing the under- tree items and preparing the tree for pick up. All trees must be packed up **by 2:30 pm! You may not start packing the tree any earlier than 1:30pm.**
- The Tree Chair and volunteers will be on hand to ensure that all items have been safely and properly boxed and labeled

Preparation for moving requires the following:

- Bring boxes large enough to pack all the under-tree items. Box tops must fold flat after packing
- Label each box with tree sponsor's name and the auction number of the tree
- Dangling "collectible" or especially breakable ornaments must be removed from the tree and packed separately. Mark their location on the tree with a colorful yarn or ribbon and identify ornament/item that goes there. Large glass ornaments or breakables may also be wrapped in bubble wrap. Check with PAC staff or volunteers if in doubt
- Close all boxes and set next to tree. **DO NOT** seal boxes
- Just leave boxes next to the tree and the purchaser will pick up!

Delivery of Trees

- Whomever purchases your tree is responsible for getting it home! All we ask is that the tree and everything that goes with it is ready to put in a car or truck
- Do a final check out with assigned Numerica PAC staff or volunteers when you're done!

TREE DESIGN INFORMATION FORM
DUE OCTOBER 27

We want to ensure that your hard work is correctly recognized in the Festival of Trees general program and online. **The following information is required and due to Jessica Clay on NOVEMBER 7**. Designers are encouraged to turn in the Tree Design Information Form as early as possible. The following layout is an example of the format used:

- Tree Number: Assigned by the Numerica PAC
- Tree Title: A brief, catchy presentation of your theme
- Name of Sponsor: YOU! Please send your Sponsor logo, if applicable
- Name of Tree Designers: Including all members of Design Team
- Theme and Decorations: A short explanation of the theme and what comes with the tree.
- Complimentary Items: List of special gifts that will accompany the tree.
- Total value: include tree cost, decorations & ornaments cost, and gifts cost

EXAMPLE
"Twas The Night Before Christmas"
Sponsor: ABC Company
Designer(s): Jane Smith, John Doe, Batte Manning

Description:
Blue, purple and a splash of silver will make your family shine with Christmas glee. The little ones will have sugar plums dancing in their heads as they float away with this dreamy tree.

Gifts:
- **Tickets to movies**
- **Sleigh Ride with Santa**
- **Assorted board games**
- **Gift card to Owl Fountain**
- **Stuffed toys**

Total Value: $105 ($75 for tree, $10 for ornaments, $20 for gifts)

PROCUREMENT FORM – DUE NOVEMBER 7

This form will track all donations in cash, goods, services, etc. for your tree. Please include your sponsorship amount ($75) so that everything is captured for your IRS tax information. It is imperative that this information be complete and accurate. Please remember that all you contribute, is possibly tax deductible – please check with your tax person. Please turn in the Procurement Form by **NOVEMBER 7** to Jessica Clay and they will turn into the Office for a tax deductible letter that will be sent to you in January.

Order your classic tree with Jessica Clay by OCTOBER 23rd

Pick the classic tree you'd like out of these four. Pay the $75 sponsorship fee at **givebutter.com/26FOT-Pay** or at the **Numerica PAC Box Office.**



TREE A - Narrow Green *NL15076*



TREE B - White *SM92953*



TREE C – Full Green *SM93013*



TREE D – Flocked *Z92855*

Below is the list of benefits and recognition that you and your Design Team members will receive for your hard work and dedication to the Numerica PAC and Numerica Festival of Trees.

- 11x17 Sign next to your tree. You are welcome to leave business cards, brochures, etc. next to your tree or on a separate table
- Sponsor Name/Company Listed on the Numerica PAC Festival of Trees website
- Photo of the tree will be shared on the Numerica PAC Festival of Trees Facebook page

MOST IMPORTANTLY.

Thank you for supporting the
Numerica Performing Arts Center