



Festival of Trees

Bulverde Spring Branch Activity Center
Friday, November 29, 2019, 5:30 - 7:30pm
During the Bulverde Christmas Lighting in Downtown Bulverde

Tree/Wreath Donation Form

Donation Form Deadline - Friday, 11/8/19

Name of Sponsoring Individual, Organization, Business: _____

Theme or Title of Tree: _____

Name of Decorator(s): _____

Primary Contact: _____

Address: _____ City/Zip: _____

Phone #: _____ Email: _____

Tree Size: Artificial 7' Artificial Table Top 3'-4' Artificial Wreath

I would prefer to donate a specific amount and have the Center decorate the item for me: \$ _____

Donation Options: Kris Kringle - \$225 (7' Tree) Jingle Bell - \$100 (3'-4' Tree) Candy Cane - \$75 (Wreath)

Method of Payment: _____ Cash _____ Check _____ Credit Card

Credit Card Information (call the office @ 830-438-3111 if you'd like to pay over the phone)

Credit Card Number: _____ Exp Date: _____ CVC _____

Name on Card: _____

Address: _____ City/Zip: _____

Submit Application to: Bulverde Spring Branch Activity Center (BSBAC)
Attn: Festival of Trees
30280 Cougar Bend, Bulverde TX 78163
Email to: rswenson@bsbac.com

Thank you for your support of the Bulverde Spring Branch Activity Center!

BSSBC Festival of Trees Guidelines

Event Date: Friday, 11/29/19, 5:30-7:30 pm

Donation Form Deadline: Friday, 11/8/19

Delivery/Setup Deadline: Friday, 11/22/19 by 4:00 pm

Thank you for participating in our 1st Annual Festival of Trees and for your donated Christmas tree or wreath! All proceeds from your gift will benefit the Bulverde Spring Branch Activity Center and will help to enhance the lives of seniors in the community.

Guidelines for Decorated Trees/Wreaths

- Set up: Decorate on-site or deliver already completed tree starting, Friday, November 22nd, at the Bulverde Spring Branch Activity Center, 30280 Cougar Bend, Bulverde, TX 78163, from 12:00 to 4:00 pm.

Suggested Equipment Checklist for Decorating Day:

- Wire matching the color of your tree/wreath
 - Wire cutters, needle nose pliers with side cuts
 - Boxes for decorations that are displayed under the tree
 - Glue sticks, glue guns, extension cords
 - Scissors
 - Ladders or stools to reach the height of your tree
- Check in with Reghan Swenson or DeLisa Leopold at the Center upon completion of your tree to receive a tree bag, instructions, and to provide the "Fair Market Value" of your tree. All donated trees and items become the property of Festival of Trees. You may obtain a receipt for tax purposes but if you claim a charitable contribution, you are responsible for documenting the cost to the IRS.
 - Please provide an 8'-10' extension cord with your tree.

Note: Christmas themed trees sell best. Non-Christmas themed trees are a bit harder to sell, but certainly are welcomed and enjoyed. Be sure to tell your friends and neighbors about the Festival of Trees and the possibility of purchasing a fully decorated tree for their home, family, business etc.

Trees:

- We will accept new, or absolutely look-like new, artificial trees in fabulous condition with sturdy stands.
- All tree stands must be supported on a very durable metal or heavy plastic stand and securely attached to tree post. Collapsible stands must be glued or wired open
- Large Trees must not be taller than 7.5 feet including the tree topper and include a very sturdy stand that is attached. Trees will not be able to be transported without damaging if they are taller than 7.5'.
- Table top trees should be no shorter than 3'.

- Tree branches must be wired or zip-tied to the stem, if they are the removable kind of branch.
- If you find your tree is top heavy or unstable, you may want to reinforce your tree with rebar that runs the entire length of your tree and is attached to the trunk using hose clamps.

Decorations:

- Use materials that will withstand a vigorous move which includes tipping, covering with a plastic wrap, laying on their sides, transporting to their new location and delivery through elevators or up stairways.
- All lights, decorations and tree toppers must be wired or glued securely onto the tree/wreath.
- Glue the metal or plastic cap onto every ornament. Then wire every ornament, garland and decoration securely to the tree/wreath. All wire should match the color of the tree/wreath.
- Note: Light weight glass decorations may get broken during transport.

Lights:

- All lights must be in good working order and wired to the tree/wreath.

Underneath the Tree:

- A tree skirt is required for your tree.
- Objects that enhance your theme can be placed under the tree to add a finishing touch as well as increase the selling appeal, but they are not required. Please provide a box to transport any objects you are placing under your tree.
- If you are including gift certificates, please attach only copies to/or underneath your tree. Place all original gift certificates in an envelope with your tree number and give to Reghan or DeLisa upon checking out.
- Provide a sign listing the gift certificates/items and their value under the tree. We will deliver the original gift certificates with the delivery of your tree.

Signs:

- The Festival will provide a sign which will include the Name of the tree, Decorators and Sponsors. Any other signs must be approved by Reghan or DeLisa before placing it by your tree.
- If you have a special story or theme regarding your tree, you are welcome to place a small sign or poster next to your tree for explanation. For instance, "In memory of", "a magical experience", "dedicated to", etc.
- The Festival of Trees is about supporting our non-profit Center, individual business flyers or cards will not be permitted to be passed out by your tree. However, you may attach a business card to a gift basket under your tree.

Questions and Support:

Reghan Swenson 830-438-3111, rswenson@bsbac.com

DeLisa Leopold: 830-438-3111, dleopold@bsbac.com

BSBAC Office Hours are Monday-Thursday 9AM-4PM, Friday 9AM-1PM