



# FESTIVAL OF TREES 2018 HANDBOOK



Dear Kinderhaven Friend,

Thank you for thinking about Kinderhaven's Festival of Trees! We're always looking for individuals and businesses to decorate trees, wreaths, and gift baskets. Each year we are amazed at the creativity and thoughtfulness that goes into the donated auction items!

All proceeds from these events will go to Kinderhaven, a group foster home and emergency shelter for abused and neglected children. Your donation truly makes a difference in the lives of the children who come to us. Last year's Festival of Trees allowed us to care for an average of 8 children each month since January 2018. We are grateful to have been able to care for the over 1500 children who have needed us.

On behalf of all of us, thank you for your dedication to this event. We look forward to working with you and making a positive difference in the lives of children who walk through our front door.

-The Festival of Trees Committee & Kinderhaven Board of Directors

## ★ ★ ★ All Events at the Bonner County Fairgrounds ★ ★ ★

★ **Family Night, Thursday, November 29th, 4 - 6 p.m.** - Get a peek at the beautifully decorated trees, have your picture taken with Santa and enjoy some cookies and hot chocolate. Doors open at 4 p.m. Contact Megan Johnson with questions at [mjohnson@lighthouseinc.com](mailto:mjohnson@lighthouseinc.com) or (208) 610-4705.

★ **Holiday Luncheon, Friday, November 30th** - Doors open at 11 a.m. with silent auction bidding from 11 - noon. Lunch will be served family style around 12:15 p.m. and the event will conclude by 1:30 p.m.

★ **The Gala, Saturday, December 1st**- join us at 5:30 p.m. for an unforgettable semi-formal evening.

### IMPORTANT DATES

Now! - Reserve your full size tree theme with Jacinda Bokowy at [jbokowy@mac.com](mailto:jbokowy@mac.com) or 208.610.2208. Tree themes are first come first serve, so make sure to lock in your theme before you start buying all those decorations.

Now - until sold out! - Sponsor tables available. Gala table of eight: \$1350 or luncheon table of eight: \$650.

Go online to: [kinderhavensandpoint.com](http://kinderhavensandpoint.com) or contact Jacinda Bokowy [jbokowy@mac.com](mailto:jbokowy@mac.com) or 208.610.2208

November 1st - Individual tickets go on sale. Luncheon, \$50; Gala \$85. Don't delaty....we sell out!  
[kinderhavensandpoint.com](http://kinderhavensandpoint.com)

November 5th - Program information due for live auction items: full size trees and packages.  
The form is online at [kinderhavensandpoint.com](http://kinderhavensandpoint.com).

November 16th - Information form due for silent auction items: baskets, wreaths, table top trees.  
The form is online at [kinderhavensandpoint.com](http://kinderhavensandpoint.com).

November 27 & 28th (Tuesday & Wednesday) - Tree decoration/auction item drop off. From 9 a.m. to 7 p.m.  
The Fairgrounds will be open for tree decorating and for the drop off of wreaths, table top trees, and gift baskets.

## Auction Item Information

Completion and timely submission of your information form is vital to the success of the Festival of Trees. Your submission by the due date ensures accuracy of your item description and placement in the program. Provide a brief narrative description for the program. Please describe the concept you intend for your tree in as much detail as possible at this time....list main features, main colors, theme, and any "WOW" factors. Each item will be identified by title and sponsor. We will also need the amount you spent on your tree - for tax purposes.

**Live Auction Packages & Full Sized Trees** - Information form due no later than Nov 5th. Live trees are provided for our decorators through the generosity of Sandpoint Ranch Tree Farm. If you are decorating an artificial tree, you must provide it. Examples of packages:

Vacation Packages, Book Club, Let's Dance Package, etc. Only 6 foot and artificial trees will be delivered to the winning bidder by the Festival of Trees Committee. If you have another large item to donate (for example air hockey table or arbor) you will have to make arrangements to have it delivered to the winning bidder the next day. Please contact Jacinda Bokowy at 208-610-2208 or jbokowy@mac.com for more information.

**Table Top Trees** - Information form is due November 16th. Table top trees can be dropped off at the Bonner County Fairgrounds on Tuesday, November 27th or Wednesday, November 28th Table top trees should be pre-lit and a minimum of 3 ft. and maximum of 4ft. tall not including the topper. All ornaments must be wired or glued to the tree so it can be safely moved. Please contact Dana Bowen at 208-818-7025 or danab@panhandleescrow.com or Rhonda Tate at 208-290-7384 or rhondatate@hotmail.com

**Wreaths** - Information form is due November 16th. Wreaths can be dropped off at the Bonner County Fairgrounds on Tuesday, November 27th or Wednesday, November 28th. They should be a minimum of 24" across and maximum of 36". Ornaments must be wired or glued to the wreath so it can be safely moved. Please contact Dana Bowen at 208-818-7025 or danab@panhandleescrow.com or Rhonda Tate at 208-290-7384 or rhondatate@hotmail.com

**Gift Baskets** - Information form is due November 16th. Baskets should be dropped off at the Bonner County Fairgrounds on Tuesday, November 27th or Wednesday, November 28th. If you decide to wrap your basket, use something see through so people can appreciate what is inside. It is also a good idea to list what is in your basket if not everything is visible.....especially gift certificates! Please contact Dana Bowen at 208-818-7025 or danab@panhandleescrow.com or Rhonda Tate at 208-290-7384 or rhondatate@hotmail.com

### For Additional Information....

kinderhavensandpoint.com

Sponsorship or Tickets: Jacinda Bokowy at 208.610.2208 or jbokowy@mac.com

Event Coordinator: Judy Thompson at 208.290.7021 or judyt@nctv.com

Family Night: Megan Johnson at 208.610.4705 or mjohanson@lighthouseinc.com

Volunteer Coordinator: Margaret Petersen at 206.713.5035 or emargaretpetersen@gmail.com

# Full Size Tree Decorating...

Tuesday, November 27th & Wednesday, November 28th from 9 a.m. - 7 p.m.

A fresh cut 6 foot tree, tree stand, and tree bag will be provided for you unless you are decorating an artificial tree; in which case, we will have a tree bag for you. All additional items to be auctioned off with the tree should fit in the area around and under the tree. If you have a large item, please contact Judy Thompson at 290-7021 or judyt@nctv.com so we can make sure there will be enough room allotted.

Come prepared with all the materials you will need...step stool, extension cords, scissors, etc. Please label all your equipment. A minimum of two decorators is recommended. Please feel free to bring snacks with you when you come to decorate. This is also the time when baskets, table top trees, and wreaths can be dropped off.

Only decorators and authorized volunteers will be admitted to the Fairgrounds. CHILDREN ARE ALLOWED DURING DECORATING IF SUPERVISED. Everyone must complete their decorating, clean their area, and leave the site by 7 p.m. each night even if returning the next day.

Tree Themes - Trees are typically decorated according to a theme selected by the decorator/sponsor. If two participants select the same theme, the earliest arriving entry will be able to use that theme, while the later participant will be asked to choose another theme. Should you have any questions about the theme for your tree, please contact Jacinda Bokowy @ jbokowy@mac.com

Proper Wiring and Gluing Techniques - Your tree will be picked up and moved at least twice. Please have the ornaments wired directly to the tree. Follow these guidelines:

Wire - Wiring decorations onto the tree with a coated florist wire or fishing line will help prevent damage to decorations during wrapping of the tree for delivery on Sunday morning. If possible, wire all ornaments ahead of time – this will save a great deal of time on decorating day. A six inch long wire is needed to tie an average ornament to the branch of a tree. Wrap the wire firmly and tightly, using several twists. Pine cones and bows should also be attached with wire. Wrap the wire through the pinecone or bow, pull it tight, and then wire it to the tree. Needle nose pliers with side cuts will help make wiring easier and faster. Be sure to bring these with you. Please do not use loop hangers to hang ornaments on the tree.

Glue - All ornaments with an inserted or slip-on hanging attachment usually found on purchased ornaments such as satin balls, glass bulbs, etc., should be glued where the two pieces meet so the “hanger” cannot slip out. It is recommended that this be done before decorating day, hot glue sticks used with electric glue guns are recommended.

## Underneath it all - Tree Skirts and Accessory Decorating

Please provide a tree skirt or fabric to cover the tree stand and the platform on which the tree sits. The tree skirt should be at least 60” in diameter; fabric draped around the base will work too.

Increase the sales appeal and value of your tree by placing gifts under it or within the allotted space. All items placed under the tree are sold with the tree. If there is something you are using for decoration only please have a sign on it stating “Not Included with Tree.” All accompanying gift certificates must be turned in on decorating day. Actual gift certificates should not be displayed on the tree.

Please leave boxes for our delivery committee to safely deliver any gift items under your tree or in designated storage area. Mark these boxes with your trees name or organization so we know what boxes go with which tree. It will make our delivery on Sunday morning go so much quicker!

# Kinderhaven's 2018 Festival of Trees

## Auction Item Information

Please fill out the following information **online at kinderhavensandpoint** or fill out this form and...  
email to: jbokowy@mac.com • fax to: 208-255-1526 • mail to: 524 S. Lincoln, Sandpoint, Idaho 83864

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Name or Organization of Donor

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Contact person (if different)

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Mailing Address

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Phone

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email

This is program information for a live auction item. **Form due no later than Nov. 5th 2018**

If you have any questions, contact Jacinda Bokowy at jbokowy@mac.com or 208.610.2208

\_\_\_ 6' fresh cut tree      \_\_\_ 8' artificial tree (provided by decorator)      \_\_\_ live auction item or package

This is information for a silent auction item. **Form due no later than Nov. 16th 2018** Descriptions will be placed next to the item at the auction. If you have any questions, contact Dana Bowen at 208-818-7025 or danab@panhandleescrow.com

\_\_\_ Basket      \_\_\_ Table Top Tree      \_\_\_ Wreath      \_\_\_ Other

Fill out the following information as you'd like it to appear in the program or on the description card:

Title: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Other businesses/individuals who donated to this package you want listed: \_\_\_\_\_

Description: \_\_\_\_\_

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Total Cost (what did it cost you to complete?): \$ \_\_\_\_\_  
Include any gift certificates, even if donated.

Your donation is tax deductible and could also make you eligible for a tax credit on your 2018 Idaho Income Tax. Be sure to check with your accountant at tax time. Kinderhaven's Tax I.D. # 82-0491527

*Thank you!*

A large part of the Festival's success is due to your efforts, and we certainly could not hold this event without you. The Festival of Trees committee and the board of directors know how important you are, and we sincerely appreciate you and your help.