Registration Deadline:
October 26, 2026:

Large Tree
DONOR HANDBOOK

Includes all the guidelines for donating a Nativity display to be auctioned off for the Festival of Trees.

FOR MORE INFORMATION, CONTACT US AT:

- tamarisk320@gmail.com
- 920-912-3974
- Or go to our website

WWW.TAMARSIK320.COM

FESTIVAL OF THE TREES
TAMARISK INC.

Thank you for your interest in donating a large Christmas tree for the Festival of Trees. You will be helping us create a Christmas wonderland for countless people to enjoy this season.

Your donation will directly impact people right in our community. Tamarisk Inc. is a nonprofit with a mission to be rooted in faith, to sow seeds of blessing, and to reveal God's faithfulness through our events. We live out this mission by hosting the Festival of the Trees and sharing the proceeds to bless others.

The proceeds from this event will go directly to a person or family going through a hardship and/or a fellow nonprofit serving our community in need of funding.

REGISTRATION DEADLINE

OCT. 26, 2026

All paperwork must be submitted by this time.

Drop off & Set Up:
Tues. Nov. 10 (9am–7pm)
Wed. Nov. 11 (9am–7pm)

Festival Dates:
Fri. Nov. 13 (12–8pm)
Sat. Nov. 14 (12–8pm)
Sun. Nov. 15 (12–5pm)

Take Note

- In order to launch the auction and be prepared for the opening, donors must have dropped off and set up their displays no later than Wednesday by 7pm.
- Make sure to have all the needed equipment and materials to set up your display (scissors, florist wire, wire cutters, glue gun, pliers, extension cords, etc.) We will not be able to provide or have available any supplies for you to set up your display.
- All needed paperwork must be turned in on the day of drop off/set-up.
- You will be receiving emails from us before drop off/setup days. Please be aware and follow the instructions to ensure we have all the necessary information when needed to prepare for the opening day.

Large Tree Guidelines

Get Noticed !

- Be Creative--think about ways to make it unique.
- Typically, the best selling trees are well-lit, with a generous amount of ornaments, and are aesthetically pleasing to the eye. Traditional Christmas or winter-themed designs tend to sell the best.
- We will sell any table coverings or additional items you have with your display.
- If you are using battery operated lights, please provide additional batteries.
- Live plants, water ornaments, or other water features are not permitted.
- Displays with these items or themes will not be accepted: weapons, violence, drugs, political, controversial, or morally objectionable. *We retain the right to refuse any decoration.
- All creations become the property of Tamarisk, Inc. and will be priced and sold accordingly.

Please Do...

- To be large tree, it must be 6–9 feet.
- Use NEW, artificial trees only.
- Large trees must have a minimum value of $300. (If you received some supplies at reduced costs, the actual cost to create would be less than the actual value.)
- A tree skirt MUST be included with your tree. Attach any spare bulbs or fuses to the back of the tree skirt with a safety pin.
- If glass ornaments are used for decorating, this must be disclosed on your information sheets which is turned in with your display.
- Your tree will be visible from all angles; make sure it is decorated on all sides.
- All items under and around the tree will be sold with the tree.
- All ornaments with removable tops MUST have the tops securely glued in place. See the Gluing and Wiring Guidelines page.
- All lights, garland, picks, and ornaments MUST be securely wired to the tree using craft wire, floral wire, pipe cleaners, etc.
- If your tree needs multiple outlets, please provide the appropriate cord and/or power strip which will be sold with the tree.
- All trees and accessories become the property of Tamarisk, Inc. and will be priced and sold accordingly.
- You are welcome to pick any family–friendly theme for your tree. We love creativity! Be sure to adhere to the parameters that have been set for items/themes that will not be accepted.

Please Don't...

- Any decoration that contains the following WILL NOT be accepted: weapons, violence, drugs, political, controversial or morally objectionable materials. * We retain the right to refuse any decorations.
- If your tree contains a gift certificate/card, do NOT place this in o on the tree. Turn it in with your paperwork. The certificate/card will be noted on the signage in front of the tree.
- No water-filled ornaments, balloons, live plants, hay or other highly flammable items are not allowed.
- No advertising is allowed on the tree. Items with logos can be placed around or under the tree. Your name/business/organization will be recognized on the tree sign, auction site, etc.

TRUNK REINFORCEMENT PROCEDURE

Moving a fully decorated tree is an enormous task. During transportation, we want to ensure that the tree sections stay together and the trunk and stand resist bending and twisting.

All trees with sections or joints must have these areas secured together with heavy duty zip ties! The tree stand must also be secured. Our staff/volunteers will need to check your trees when you drop it off. YOU MAY NOT START DECORATING UNTIL YOU HAVE BEEN CLEARED.

We appreciate your cooperation with these guidelines, so we can get the trees to their final destination intact.

GLUING & WIRING *Guidelines*

Moving a fully decorated tree is no small feat! We rely on our tree designers to follow these important guidelines so the tree can be delivered to the new owner in the same condition as it was decorated. With a little extra effort on your part, you will create a tree that not only will survive the move to it's new home, but be a delight for years to come!

Preparing the Ornaments:

1. **Glue the tops on all bulbs and ornaments.**
   A. If the top is *removable*, please glue it in place to keep it from separating during transport.

Follow these simple steps:

Step 1: Remove the top.

Step 2: Hot glue around the top of the ornament where the hanger sits.

Step 3: Replace top.

B. If the top is not removable, please glue around the top using clear hot glue.

GLUING & WIRING *Guidelines*

Decorating Procedures: (Wire All Items to the Tree)

BULBS & HANGING ORNAMENTS: These MUST be hung with floral wire, pipe cleaners, or zip ties. If you are using the wire or pipe cleaners, you must twist multiple times to ensure that it is secured in place. Looping the wire in a hook shape or just twisting once will NOT secure it enough to withstand the tree wrapping process.

PICKS: Picks MUST be secured by wire, pipe cleaner or zip ties. They can also be secured by wrapping their long ends around the branches. Check to make sure that the ends of the extra long picks are not visible from any angle. ***Most picks need to be secured in multiple spots in order to ensure they will remain in their spot.***

GARLAND: Garland MUST be wired in placed using floral wire or pipe cleaners.

RIBBON: Ribbon must be wired in place using floral wire, pipe cleaners or zip ties. When using cascading ribbon from top to bottom, leave plenty of slack in the ribbon to allow for branch movement during the wrapping process.

TREE TOPPERS: Tree top arrangements or lit toppers must be wired on. If using a finial or removable top, make sure to have a box for it to be removed and placed in for transport.

LIGHTING: If your tree is not pre-lit, make sure to secure the strings with pipe cleaner or zip ties to ensure safety of wires. Do not overload the amount of strings you can safely put together.

AUCTION DONORS

FAQS

IS THERE AN ENTRY FEE TO REGISTER A DISPLAY?
This no entry fee for registering to donate a display.

WHERE IS THE LOCATION OF THE FESTIVAL?
Camp Y Koda
W3340 Sunset Drive, Sheboygan Falls 53085

HOW ARE THE DISPLAY SPACES ASSIGNED?
Display spaces are assigned on a first-come first serve basis and by the staff.

WHAT HAPPENS IF MY DISPLAY DOES NOT SELL?
All items will be auctioned through our online auction system. In the event a display does not receive any bids, the item will be donated to a local assisted living and/or nursing home facility.

HOW DO YOU DETERMINE THE OPENING BID?
Opening bids will be set by our Festival organizers. It will be based off of the information you provided, the minimum value of the display, and potential fair market value.

WHAT IS THE VALUE OF DONATION?
The value of donation is the "sticker" price for your item. It would be the full price if it was purchased in the store.

CAN I DONATE A GIFT CERTIFICATE OR OTHER ITEMS WITH MY AUCTION ITEM?
Yes, gift certificates and additional free-standing decorative items can be sold as part of your display. This adds value to the display. The actual gift certificate will not be by the display-it will be noted on the signage. Any free-standing decorative items will be displayed and incorporated within your display area.

WHAT DO THE PROCEEDS OF THE AUCTION SUPPORT?
All the proceeds from the entire event (auction items, food sales, marketplace, etc.) will be given to an applicant who applies through our website and approved by the Tamarisk, Inc. board of directors.

CAN MY BUSINESS/ORGANIZATION NAME BE ON THE DISPLAY?
Please DO NOT include your business/organizations name on the donated item. Your business name will be visible on a sign with will be displayed in front of your item.

AUCTION DONORS FAQS

WHAT ITEMS/THEMES WILL NOT BE ACCEPTED?

This is a fun, family-friendly event and is appropriate for all ages. We will NOT accept any display that features or includes anything with weapons, violence, drugs, political in nature, controversial or morally objectionable. We reserve the right to refuse any display that comes into question.

WHAT ARE SOME BENEFITS OF DONATING A DISPLAY TO THE FESTIVAL OF TREES?

- **RECOGNITION:** Your name or business/organization name will be prominently displayed on the signage in front of your display.
- **EVENT VISIBILITY:** Many people will be attending this festival ,and your name or business/organization will be front and center for all attendees to see.
- **ONLINE VISIBILITY:** Your name or business/organization name will be displayed on our website, auction site, and social media posts.
- **PROMOTION:** Through all the acknowledgements and recognition of your donation in and around the festival, you will receive promotion while doing something meaningful to the community.
- **SUPPORTING A WORTHY CAUSE:** Through your donation during this charitable time of year, you will be supporting Tamarisk, Inc., a non-profit to be rooted in faith, to sow seeds of blessing, and to reveal God's faithfulness through our events.

WHAT IS THE DIFFERENCE BETWEEN THE DIFFERENT SIZED TREES?

Tabletop trees: 2' or less, Small Trees: 3' – 5', and Large Trees: 6' – 9'.

CAN I PREDECORATE MY TREE AT HOME AND BRING IT FULLY ASSEMBLED?

The tabletop tree is the only tree that can come fully decorated. All other sizes must be decorated onsite.

WHO DO I CONTACT IF I HAVE QUESTIONS?

Please reach out to a Festival Committee member at tamarisk320@gmail.com.