Festival of Trees

A Silent Charity Auction of beautifully decorated trees & wreaths benefiting the Johnson County Christmas Bureau

Proceeds from the Festival of Trees provides warmth and support to nearly 12,000 low-income neighbors in Johnson County, KS

November 18-21

Presented in conjunction with the Holiday Boutique at the Overland Park Convention Center

Holiday BOUTIQUE

Join Us in supporting JCCB

We are currently seeking groups or individuals interested in decorating and/or donating trees and wreaths.

Donors receive tickets to the Holiday Boutique, recognition on signage at Festival of Trees, the satisfaction of helping low-income neighbors and pleasure from helping create a beautiful display.

CONTACT US

festival@jccb.org

913-341-4342

Jccb.org

Johnson County Christmas Bureau- 501 (c) (3) Non-Profit, Non-Government Charity

Providing Warmth and Support to lower income Johnson County families during the Holiday Season

Increasing awareness and understanding of poverty in Johnson County, KS

Giving Neighbors an outlet to Help Neighbors

Tax ID 48-0884400

JOHNSON COUNTY CHRISTMAS BUREAU

Festival of Trees
A CHARITY AUCTION

Donor Commitment Form

Email: **Festival@JCCB.org**

PO Box 14786 Lenexa, KS 66285-4786

913 341 4342

Tax ID #48-0884400

Donor Name: _____

<div align="center">(Entity, Company or Individual Name)</div>

Contact Name: _____ **(if Entity/Company)**

Decorator(s): _____

Address: _____

Email: _____   **Phone:** _____

ITEM *(See Specification Sheet)*

☐ **Decorated Tree**   Size: ___ **4ft**   ___ **6ft**   ___ **7.5ft**   **Other** _____

☐ **Decorated Wreath**

Value of Item $_____   **Title of Item** _____

Description of Item (include theme, color scheme, size, decorations, etc.):

_____

_____

SET UP AND DELIVERY: Tuesday, November 16, 2021

Donors are responsible for delivery and set-up of the item at Overland Park Convention Center. Please indicate when you plan to deliver:

☐ **Morning (9 am – 12 noon)**   ☐ **Midday (12 noon – 3 pm)**   ☐ **Afternoon (3pm – 6 pm)**

COMMITMENT

I/we agree to donate to JCCB Festival of Trees an item as indicated above. JCCB may display the item, auction the item and/or otherwise use the item as it sees fit in its sole and exclusive discretion. I/we understand the item must conform to specifications provided by JCCB and must be delivered by the donor to the Overland Park Convention Center located at 6000 College Blvd, Overland Park, KS on Tuesday, November 16, 2021. I/we understand that this donated item becomes the property of JCCB and all profits from the auctioned item will benefit JCCB. I also understand that JCCB reserves the right to approve all donations for display.

Donor Signature: _____   **Date:** _____

Decoration Guidelines

JOHNSON COUNTY CHRISTMAS BUREAU
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SUGGESTED THEMES

Whimsical	Traditional	Rustic
Children's Themes	Vintage	Farmhouse
Superheroes	Modern	Colors (White/Gold, etc.)
Winter Wonderland	Elegant	Sports – Pro/Collegiate

DECORATING GUIDELINES

Item Type:

- Trees are 4 to 7.5 feet tall. Narrow trees are better. Must be artificial with winged tree branches and non-flammable.
- Wreaths are at least 24" in diameter. Must be artificial and non-flammable.

Accessories, Decorations and Assembly:

- All accessories and decorations **must be WIRED or GLUED to the tree**, tree skirt, wreath or centerpiece.
- Tree sections must be screwed together. They should not separate during the moving process.
- **Lights must be NEW and in working order**.
- Ornaments and decorations must be artificial and **non-glass**.
- All trees must have a skirt or drape.
- All trees must be supported by a tree stand.
- All accessories under the tree will be sold with the tree. They must be wired to the tree or tree skirt. It is recommended that under the tree accessories be limited.
- Wreaths must be ready to hang.

DATES TO REMEMBER

- Items must be delivered to the Overland Park Convention Center by the donor on Tuesday, November 16, 2021. Display dates and Silent Auction are November 18-21, 2021, at the Holiday Boutique at Overland Park Convention Center.

Note

The JCCB Festival of Trees Committee reserves the right to re-categorize donations. All items are subject to review by the Committee. It is recommended that receipts are kept to validate the value of the donation.