

# Christmas Tree Display and Auction Participation Guidelines

Tree Application Forms should be completed and submitted to the Rotary Club of Mason Deerfield by **October 30, 2024**, via mail or email. This registration form is required to ensure your tree has the appropriate signage when it is on display at the Tree Auction. Please review and follow the Designer Guidelines when decorating your tree.

## Designer Guidelines

- New artificial trees only not taller than 10' with base and topper. Trees must fit through a regular sized door at delivery.
- Materials and the labor required to acquire and decorate the tree are your contribution to the auction.
- All decorations, lights, and trim must be tied securely to the tree. Twist ties or floral wire works well.
- Ornament caps **MUST** be glued to the ornament. Hot glue works well.
- Tree skirts must be fireproof or sprayed with fire retardant.
- We recommend trees have lights. Remember to check the lights prior to putting them on your tree.
- Choose any theme for your Christmas Tree, but artistic creativity and imagination are encouraged
- Any additional items that go with the tree (i.e., gift certificates, item of value, or certificates of services) need to be removable to be kept safe by Rotary.
- Trees should appeal to a broad audience and should be appropriate for any home or office.
- The following items are not permitted on the tree:
  - Flammable materials
  - Candles
  - Tobacco
  - Perishable food or materials
  - Unwrapped candy or food items
  - Firearms or firearm accessories
  - Liquor
  - X-rated materials

## Important Dates

- October 30 — Application Due
- November 23 — Decorating Day - 9:00 AM to 3:00 PM at Manor House
- November 24 — December 6 - Trees displayed at Mason Community Center
- December 6 —Winners announced, tree delivery or pick up begin

## Designer/Tree Donor Recognition:

A display card will be placed by your tree with the company/organization's name, (designer, if applicable), the Tree Name and a brief description of both as well as a QR code link to the company/organization.

## Awards

Awards for outstanding designs will be given out for both Professional and Novice categories. Voting for these awards will be by the community at the display site using an online code.

### Novice Category

- Best of Show
- Most Creative
- Best Holiday Theme (any holiday)
- Best Theme (non-holiday — sports, music)

### Professional Category

- Best of Show
- Most Creative
- Best Holiday Theme (any holiday)
- Best Theme (non-holiday — sports, music)

Novice category awards will be announced at Mason for the Holidays Tree Lighting Ceremony on December 6, 2024.

Professional category awards will be announced at the Deerfield Township Holiday Lights on December 7, 2024.

If, for any reason, you find you are unable to fulfill this commitment after having registered and confirmed, please notify us ASAP.

Thank you for your time, talent and donation!