



CHRISTMAS TREE DISPLAY & AUCTION PARTICIPATION GUIDELINES

Tree Application Deadline:

Please scan QR code or visit <https://bit.ly/2025ChristmasTreeAuction> to submit your Tree Application no later than October 15, 2025.



Designer Guidelines

Before decorating, please carefully review the Designer Guidelines below:

This year, we are offering three categories of tree sponsorships to provide options that appeal to all members of our community:

- **Small: 2-foot trees** – Limited to 4 sponsors (raffled off)
- **Medium: 3–4 foot trees** – Limited to 10 sponsors (raffled off)
- **Large: 5–8 foot trees** (including topper and base if topper is not removable) – Limited to 20 sponsors (auctioned off, as done last year)

Additional Guidelines:

- Trees must be new and artificial.
- All decorations, materials, and labor are considered your donation to the auction.
- Decorations, lights, and trim must be securely attached using zip ties or floral wire.
- Ornament caps must be glued to ornaments (hot glue recommended).
- Tree skirts must be fireproof or treated with fire retardant.
- Lights are highly encouraged to enhance visual appeal. Please test them first.
- Choose a theme - creativity and artistic expression are encouraged!
- Items of value (e.g. gift certs, products, etc) must be removable so they can be safeguarded.
- Trees should be broadly appealing and appropriate for homes or offices.
- The following items are not allowed on or under the trees:
 - Flammable materials
 - Unwrapped candy or food
 - Candles
 - Firearms or firearm accessories
 - Tobacco or liquor
 - Perishable goods
 - X-rated materials
- If you are decorating a large-sized tree, please ensure it is placed on the main floor near an exterior door and can fit through a standard doorway (36" wide) for easy pickup.

Important Dates

- October 15 – Application deadline
- November 21 – Tree drop-off or pick-up (timeframe to be announced)
- November 24 – December 4 – Trees on display and available for auction/raffle at the Mason Community Center
- December 5 – Winners announced
- December 7 – Tree delivery or pick-up (timeframe to be announced)

Designer & Tree Donor Recognition

Each tree will include a display card featuring:

- Company or organization name, logo and QR code linking to the organization
- Designer name (if applicable)
- Tree theme & description

If, for any reason, you are unable to fulfill your commitment after registering, please notify us as soon as possible. Thank you for sharing your time, talent, and creativity to help make this a joyful and meaningful community event!