



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 – Due 11/01/25

Donor Name: _____
(Entity, Company or Individual Name)

Contact Name: _____ (if Entity/Company)

Decorator(s): _____

Address: _____

Email: _____ Phone: _____

ITEM (See Specification Sheet)

☐ Decorated Tree Size: ____ 3ft ____ 4ft ____ 5ft ____ 6ft ____ 7ft

☐ Decorated Wreath Theme of item _____

Target Value of Donations: Wreaths: \$100 and higher. Minimum Value of Trees: 4 to 5 ft: \$175; 6 to 7 ft: \$250

Value of Item \$ _____ Title of Item _____

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

SET UP AND DELIVERY: Tuesday, November 18, 2025 - AM

Donors are responsible for delivery and set-up of the item at Overland Park Convention Center. Please note that there is only one delivery time this year. Contact us if you cannot meet the Tuesday morning delivery time of 9 am - Noon.

Questions or concerns about drop off please email festival@jccb.org

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 morning, November 18, 2025. 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

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**ALL DONOR FORMS ARE DUE NO LATER THAN NOVEMBER 1, 2025
DUE TO AVAILABLE SPACE ALL DONORS ARE LIMITED TO 3 ITEMS**

DECORATING GUIDELINES

Item Type:

- Trees are 3 to 6 feet tall. Must be pre-lit artificial with hinged 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 or wreath.**
- Tree sections must be screwed/glued 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.
- Wreaths must be ready to hang.
- Suggested Donation Themes:

Traditional

Rustic

Farmhouse

Whimsical

Children's Themes

Sports Teams – Pro/Collegiate

Superheroes

Vintage

Modern

Elegant

'Grinch' Themed

Winter Wonderland

DATES TO REMEMBER

- Items must be delivered to the Overland Park Convention Center by the donor on Tuesday morning, November 18, 2025.
 - Display dates and Silent Auction are afternoon, November 19 - 23, 2025, at the Holiday Boutique at Overland Park Convention Center
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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.