



Theme & Design Commitment Form

Email: festival@jccb.org

PO Box 14786 Lenexa, KS 66285-4786

JCCB Office: 913-341-4342

Tax ID #48-0884400

\$100 Suggested Donation

Designer/ Organization Name:

(Entity, Company or Individual Name)

Contact Name:

Decorator(s):

Address:

Email:

Phone:

ITEM (See Decoration Guidelines Sheet)

☐ • **Decorated Tree (3 ft. - 6 ft.)**

Size: ☐ 3ft. ☐ 4ft.

☐ 5ft. ☐ 6ft.

☐ • **Decorated Wreath**

☐ **Wreath**

☐ **Other/** _____

☐ • **Other donated item**

Theme of Item: _____

Aprox Value of Item: \$ _____

Title of Item: _____

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

SET UP AND DELIVERY: Tuesday, November 17, 2026

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

☐ **Morning (9am - 1pm)**

or

☐ **Afternoon (1pm - 5pm)**



Questions or concerns about drop off please email festival@jccb.org or call 913-908-1784.

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 sees fit in its sole and exclusive discretion. I/We understand the item must confirm to specification 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 17, 2026.

I/We understand that JCCB reserves the right to approve all donations for display.

Donor Signature: _____ **Date:** ____ / ____ / ____