



# JUBILEE OF TREES | POLICIES & PROCEDURES

DESIGNER TREES, ENCHANTED FOREST TREES & WREATHS

Registration Opens August 2<sup>nd</sup> – Online Only

(subject to approval by Design teams)



The Jubilee of Trees is grateful to the designers and volunteers that create the beautiful trees sold each year. These designers **maintain a reputation for high standards** and **encourage others to participate in this annual event** enjoyed by our community and surrounding areas, Beaver, Garfield, Iron, Kane, Washington counties as well as Mesquite. We thank you for being a part of this cause and hope you enjoy the experience!

### DESIGNER TREE REQUIREMENTS:

- Designer Trees 7ft to 9ft in height
- Designer Trees Décor to encompass 10’ circle
- Designer Trees **MUST** have a **retail value of at least \$1,500.00**
- Designer tree, decorations, lights, trim (on, under, and around the tree), etc. becomes the property of the Jubilee of Trees and will be sold with the tree (i.e. easels, stands, enhancing décor)
- Designer Tree Setup window **Tuesday 11/16/2021** 2:00 p.m. thru **Wednesday 11/17/21** 12:00 p.m.
- Designers, please oversee the wrapping, loading, and delivery of your tree.

### ENCHANTED FOREST TREE REQUIREMENTS:

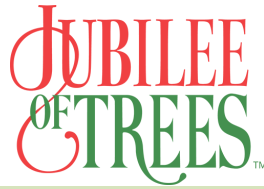
- Enchanted Forest 4ft to 6ft in height
- Enchanted Forest Décor to encompass 6’ circle
- Enchanted Forest Tree **MUST** have a **retail value of at least \$550.00**

### WREATHS REQUIREMENTS:

- Wreaths **MUST** have a **retail value of at least \$200.00**

### IMPORTANT DEADLINES, NO exceptions:

- Tree Stand Orders** due **8/20/2021** and will be available for pick-up in **October**.
  - Open your tree box **ASAP** and measure the diameter of the trunk across. Each tree is unique, the diameter of the trunk is not a standard size.
- Designer Tree Descriptions** due **10/15/2021**, email to [jotdesignertree@gmail.com](mailto:jotdesignertree@gmail.com)
  - The Tree Directors and Foundation Event Specialist will finalize descriptions once received.
  - A description will be written for you if it is not received by the deadline.
- Tree Inventory Form** due **11/2/2021**, email to email to [jotdesignertree@gmail.com](mailto:jotdesignertree@gmail.com)
- Expense Receipt Submissions** due **11/12/2021**. Receipts will **NOT** be accepted via drop-off. ALL receipts must be scanned and emailed to [sgrhfoundation@imail.org](mailto:sgrhfoundation@imail.org).
- Workshops – more details to come**



## DESIGNER GUIDELINES & RESPONSIBILITIES:

### 1. Specifications:

- Artificial trees only. No live trees are allowed.
- Designer Tree allowance for reimbursement of a 7ft to 9ft. - \$1,200.00
- Enchanted Forest Tree allowance for reimbursement of a 4ft to 6ft. - \$400.00

### 2. Lights:

- Per fire code regulations, all full-size trees **must have** a multi-plug temporary power strip with 6 outlets.
  - This power strip can be taped to the center pole of the tree.
  - Depending on the height of your tree, it may need more than one power strip.
  - Only 2 to 3 sets of lights can be connected and plugged into a single outlet on the strip.
  - **Do not** overload the circuits.
- Use only [UL approved lights](#).
- Use lights that stay lit even if one bulb goes out.
- It is suggested that you use 100 lights per foot of the tree height.
- Only use 50 or 100 light bulbs per cord as they are easier to track if there is a problem.
- Lights must be wired onto the tree limbs. Secure them with wire to assure the lights stay on the tree.
- A pre-lit tree will need additional lights. Be sure to plug additional lights into a power strip.

### 3. Assembly of the Tree:

- The overall appearance of your tree is what will draw the buyer in!
- Recommendation to choose a theme and colors that are traditional or currently in style.
- Community perception and engagement are very valuable to the event, these are the guests who are interested in buying your tree!! Trees sell best when they are viewed from the guest's perspective and visualized in the home of new owner.
- You may be moving the tree 2-3 times. Secure and attach **EVERYTHING**.
- Ornaments - think **BIG!** Make a statement with large ornaments and fill in with the smaller pieces.
- All ornaments with an inserted or hanging attachment must be glued together so the wire will not slip out. Wire these onto the tree.
- **REMINDERS:**
  - No glass ornaments allowed.
  - No living materials or food may be used.
  - ONLY non-combustible or flame-retardant décor may be used.
- **Must Haves/Use:**
  - Tree skirt or acceptable finish to the bottom of the tree.
  - Décor to encompass a 8' circle (a queen size quilting batt may be used to help cover the circle under your tree skirt).
  - An Intermountain tree stand provided by the Foundation. **You must use this tree stand.**
    - **Tree Stand Orders** due **8/20/2021** and will be available for pick-up in **October**. Open your tree box **ASAP** and measure the diameter of the trunk across. Each tree is unique, the diameter of the trunk is not a standard size.
  - Ensure tree stability and reinforce with a bracket at each joint. Safety checks will be conducted.



#### 4. Enhancements:

- An enhancement increases the value of your tree and should bring to life the theme and compliment your design. Examples include:
  - Trips, gift certificates to a spa, furniture pieces, etc.
  - **Do not contact businesses for donations of “enhancements” without approval from Katie Erbe, Foundation Event Specialist (435) 251-2487.**

#### 5. Inventory & Description Information:

- You are asked to provide a simple or condensed description of your tree when registering online. In the event a description is not provided by deadline, one will be written for the item by Design team members (see Important Deadlines on page 1).
- Publications, auction platform information, signs, etc., all have DEADLINES. Your tree may be disqualified if you do not meet these deadlines. Please be considerate of these matters.

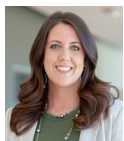
#### 6. Signage:

- Tree name, designers and sponsor of each tree will be listed in the Jubilee marketing resources.

#### 7. Tree Wrapping & Designer Tree Delivery process:

- Tree wrapping materials will be provided by the Foundation **Saturday November 20<sup>th</sup> at 8:00 p.m. when the event closes.**
- You will need provide your own truck or trailer and crew for delivery. At least 3 people are recommended for safe delivery to their destinations. If you don't have your own truck, consider contacting a rental company to rent a truck. Some will offer a discount.
- Buyer information and delivery slips will be emailed to you on **Saturday November 20<sup>th</sup> by 8:00 p.m.**
- Please **follow the delivery instructions provided by the Tree Delivery and Wrap team.**
  - Contact the buyer of your tree and set up the time you will be there.
  - You are responsible to deliver within a 30-mile radius.
  - Buyers living outside this range **must** make their own arrangements for tree delivery with you or in another manner.
- Designers to oversee the wrapping, loading, and delivery of your tree (include fluff and setup).
- **Enchanted Forest trees are not delivered.** The buyer is responsible to pick their tree up on Monday, November 25 at 8:30 p.m.
- **Tree wrapping and event take down can commence at the close of the event at 8 p.m., no exceptions.**

We appreciate your adherence to following these guidelines as we all work together to create a positive experience for you and your buyer! **Thank you** for being such a positive and productive part of our community and for sharing your talents with us!



**Foundation Event Specialist**  
Katie Erbe | 435-251-2487  
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**Designer Trees Director**  
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