



Call for Decorators!

Are you a Christmas fanatic with a flair for creativity? Does glitter make you happy? If you answered, "YES!" then you are just who we are looking for to decorate a tree for our 40th anniversary of Festival of Trees.

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Each year, thousands of Tampa Bay area residents flock to the Long Center to be awed by the winter wonderland created by our volunteer decorators. This signature event is one of the largest fundraising opportunities to support individuals with intellectual and developmental disabilities served by The Arc Tampa Bay.

The 40th anniversary of Festival of Trees will be open to the public on Saturday and Sunday, November 23-24, 2024 at the Long Center (1501 N Belcher Road, Clearwater). All decorators will be honored on Thursday, November 21, 2024, at Just Desserts, an evening filled with sweet treats and fun!

NEW THIS YEAR!

Whether you are a seasoned decorator or new to Festival of Trees, please review the attached details as we have new hours and requirements. If you choose to decorate a 7.5' tree you will be able to bring all your baubles to the Long Center gymnasium to decorate your tree in place. All other greenery can be picked up from The Arc Tampa Bay Foundation office (Suite 244 at the Long Center) and returned fully decorated to the Long Center gymnasium. Please review the attached page for specific dates and times. **All decorations must be secured to the tree with wire/string/zip-ties or a similar method. Please do not use hot glue to secure items. Years of experience has taught us that hot glue does not hold decorations in place when we move trees around the venue or to their new home.** Additionally, we ask you to be creative and design a tree that will be in high demand during the Festival of Trees weekend. Remember...the goal is for the tree to be desirable for purchase.

Please return the enclosed Decorator Application, completed in full, to The Arc Tampa Bay Foundation by Tuesday, October 1, 2024. You will be notified once we receive your completed application.

We are excited to see the exquisite designs you develop. Without you, we would not be able to host such a beloved event to support our community!



Presented by **AMERILIFE**

Decorator Schedule

Tuesday, October 1, 2024		Deadline for Decorator Applications. Mail/email to The Arc Tampa Bay Foundation Office (event@thearcfoundation.org). You will receive notification of selection by October 3, 2024.
Monday, October 7, 2024 - Friday, October 11, 2024	9:30am - 4:30pm	Pick up your 3 or 4.5 foot tree from The Arc Tampa Bay Foundation Office (The Long Center, 2nd floor, Suite 244; use stairs or elevator by the courtyard).
Sunday, November 17, 2024	12:00-4:00pm	Decorating window for 7.5 foot trees in the Long Center gymnasium; circle the building and use the rear entrance by railroad tracks.
Monday, November 18, 2024	9:00am-5:00pm	
Monday, November 18, 2024 Tuesday, November 19, 2024	9:00am-5:00pm	Drop off completed 3 and 4.5 foot trees to the Long Center gymnasium; circle the building and use the rear entrance by railroad tracks.
Thursday, November 21, 2024	6:00-8:00pm	Just Desserts – Decorator Award Ceremony Private Ticketed Event for Decorators
Friday, November 22, 2024	6:00-10:00pm	Premiere Night Gala – tickets available at: thearcfoundation.org Ticketed Event – No General Admittance
Saturday, November 23, 2024	10:00am - 8:00pm	Open to the Public – \$10 General Admission
Sunday, November 24, 2024	10:00am - 5:00pm	Open to the Public – \$10 General Admission

RETURN ATTACHED APPLICATION TO:

The Arc Tampa Bay Foundation, Attn: FOT Decorator
 1501 N. Belcher Rd., Suite 244 • Clearwater, FL 33765
 (727) 797-8712 • thearcfoundation.org
 event@thearcfoundation.org

**All trees will remain on-site for viewing until Sunday, November 24, 2024.*

****Please carefully review the decorator guidelines on the reverse page as there are changes this year.***

Guidelines for Tree Decorating

- If selected as a decorator, The Arc Tampa Bay Foundation will provide you with a green, pre-lit tree and stand.
- **You must furnish a tree skirt or other covering for the base of your tree.**
- You may not alter the structural integrity of the tree.
- Décor and items must not exceed 1 foot from the original circumference or height of the tree. *Remember, trees must be decorated to be viewed from all sides and must remain maneuverable (trees are moved numerous times during set-up and delivery).
- No food, candy, or live materials may be used in decorating your tree.
- One electrical outlet will be provided for each space. **You are required to provide a 6-foot multi-outlet extension cord with surge protection.**
- **Decorations must be tightly secured with wire, fishing line, string, etc. HOT GLUE IS NOT AN ACCEPTABLE METHOD TO SECURE DECORATIONS. All decorators must agree to comply with this critical instruction. Trees with ornaments not securely attached will not be accepted.**

Tickets: To thank decorators for their contribution, tickets for Just Desserts and General Admission will be provided based on the tree size.

Tree Size	Just Desserts	General Admission
3-foot	3	3
4.5-foot	4	4
7.5-foot	6	6

Judging: Tree details, including decorator name, are not known to judges. All judging is done by independent volunteers and community leaders. Decorators will be recognized at Just Desserts, Thursday, November 21, 2024, between 6:00-8:00pm at the Long Center. The celebration will include sweet treats, coffee, raffles, and a decorator awards ceremony.

Tree Pricing: All pricing decisions are at the discretion of the committee and are final. The final sale price will not be disclosed to the decorator.

*The Festival of Trees Committee reserves the right to refuse any trees or decorated items deemed inappropriate, too commercialized, or not in the spirit of the mission of The Arc Tampa Bay Foundation.



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(727) 797-8712 • thearctbfoundation.org
event@thearctbfoundation.org



Number

For Official Use Only

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2024 Decorator Registration Form

To reserve your tree for decorating, please return form (neatly completed **in full**) to:

The Arc Tampa Bay Foundation, Attn: FOT Decorator
1501 N Belcher Road, Suite 244
Clearwater, FL 33765
event@thearcfoundation.org • 727-797-8712

Decorator Name: _____
(print exactly as you want it to appear on signage)

Tree Name: _____
(print exactly as you want it to appear on signage)

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Name of contact person (if different than decorator name): _____

Brief description of tree for identification purposes: _____

Approximate cost of decorations (to be used when pricing tree for sale): _____

Please check box of desired tree size.
Complete a separate form for each tree.

- 3-foot prelit tree
- 4.5-foot prelit tree
- 7.5-foot prelit tree

Initial Here →

Decorations must be tightly secured with wire, fishing line, string, etc. **HOT GLUE ALONE IS NOT AN ACCEPTABLE METHOD TO SECURE DECORATIONS.** All decorators must agree to comply with this critical instruction. Trees with ornaments not securely attached will not be accepted.

Please review & check appropriate boxes below:

- I will provide my own tree. Size _____
- I would like to offset the cost of my tree with a donation of \$_____.
- I understand I may not be in publications if Registration Form is not completed and received by FOT Committee by October 1, 2024.
- I understand the FOT Committee reserves the right to refuse any tree or decorated item deemed inappropriate, too commercialized, or not in the spirit of The Arc Tampa Bay Foundation.
- I understand pricing is at the discretion of the committee, all prices are final, & the sale price will not be disclosed to the decorator.
- I have read and will adhere to all Decorator Guidelines set forth in the Decorator Information Packet.**

Signature: _____ Date: _____