



AUCTION DONOR TOOLKIT

29th Festival of Trees

Nov. 16-18, 2018 | South Carolina State Museum

Auction Preview Nov. 16 / Santa & Me Nov. 17 / Open to the public Nov. 18



Presented by:



Proceeds benefit:



FestivalofTreesColumbia.org | [#FOTColumbia2018](https://twitter.com/FOTColumbia2018)

important dates

commitment form: due Friday, Oct. 19, 2018

move-in: Wednesday, Nov. 14, 2018

10 a.m.-8 p.m. | South Carolina State Museum, 301 Gervais St.

Benefits of Being an Auction Donor

- Donations support Palmetto Health Children's Hospital and are tax deductible
- An estimated 3,600 visitors over the course of the entirety of Festival of Trees may see your item
- Company/individual name listed on signage in front of your auction item
- Recognition on FestivalofTreesColumbia.org
- Online photo gallery of auction items
- Opportunity to purchase discounted tickets to the auction preview on Friday, November 16, 2018

Holiday Decoration Information

Choose from four categories of decor

- Full size tree: 5'-8', retail value to exceed \$250, 25 spots available
- Table top tree: below 5', retail value to exceed \$125, 20 spots available
- Wreaths: standard or oversized, retail value to exceed \$125, 50 spots available
- Holiday Gifts: retail value to exceed \$100, 20 spots available

Holiday decor donations must be artificial trees or wreaths. Live trees or wreaths are not allowed.

Holiday decor donations may be supplemented with added value items such as gift certificates to restaurants and spas.

These items are to be secured by auction item donors.

More information regarding donation requirements and design ideas will be sent out before your commitment form is received.



Holiday Decoration Information

Please take the following into consideration when planning the design of your full size tree, tabletop tree or wreath.

Size

- Tree height should be five to eight feet. All trees below five feet will be placed in the tabletop category.
- Wreaths can be standard or over-sized.
- Floor space for trees is generally 36" x 36."
- It is possible that the items you donate will be delivered to the winning bidder on a moving truck and should be able to fit through a standard size house door.

Securing Decorations and Delivery Tips

- While decorating your item, please keep in mind that it will be wrapped and placed on a truck for delivery. Secure items to the tree with fishing line or wire, and use materials that can withstand the moving process without damage.
- Items will need to be securely fastened to the tree, but not glued. Keep in mind that the purchaser will need to take the decorations off for storage. Also, please glue all hanging attachments and caps to ornaments to prevent them from falling off during the moving process.
- All participants are required to use a metal tree stand so that it will be sturdy enough to support the weight of a decorated tree.

Added Value Items

- To increase the retail value of a donation, donors are able to obtain gifts and services from local businesses and package them with their donation.
- Added value items should be submitted at check-in, but will not be placed with your tree for security reasons. A Palmetto Health Foundation staff member or Festival of Trees volunteer will store your items for safe-keeping and coordinate delivery with the winning bidder. Signage will be placed with your item indicating the added value items that are included with the bidder's purchase.

Pricing

- We encourage full-size tree retail values to exceed \$250, and wreath and tabletop tree retail values to exceed \$125. Holiday gifts should be \$100 in retail value.
- We have included a retail value worksheet in this packet to help you determine the value of your item.
- We will call you if your item does not sell. You may pick it up or it will be donated to a charitable organization.

Helpful Tips

- Consider bringing two or three helpers to assist with moving and decorating to make your job easier and more enjoyable.
- Don't forget to bring a tree skirt to add the finishing touch to your tree!
- Wreath hangers and tables for tabletop trees will be provided.
- Remember to decorate the tree so it can be viewed from all sides.
- Save your boxes so that they can be used by the winning bidder to transport their tree.

Check-in and Decorating Day

All forms and added-value items should be submitted when you check in on Wednesday, Nov. 14, 2018.

Moving Into the South Carolina State Museum

Before unloading, please check in with a Palmetto Health Foundation staff member or Festival of Trees volunteer. Check-in will be located inside the entrance to the Festival of Trees room. Spaces have been pre-assigned and a Festival of Trees volunteer will show you to your space. The area can become crowded, so please make every effort to respect the space of fellow designers and be mindful of the aisle ways.

Auction Preview

Reservations to the auction preview on Friday, Nov. 16, can be made for \$50 per ticket. You will be sent a special link to make your reservations.

theme ideas

that may help you when decorating your holiday décor item. You are not obligated to use one of these themes.

Traditional Holiday Decorations

Santa
Red and Green
Christmas
Elf on the Shelf
Snowmen
Nutcracker

Other Holiday Themes

Halloween
Thanksgiving
Easter
Independence Day
Mardi Gras

Children's

Characters
Harry Potter
Dr. Seuss
Minions
Frozen
Mickey Mouse
Sesame Street/Elmo
Paw Patrol

Sports Teams

University of South Carolina
Clemson University
Carolina Panthers

Designs

Country/Rustic
Tropical
Under the sea
Palmetto Trees

Gift Ideas

Services (yard, cleaning, etc.)
Children's gifts
Jewelry



2018 Festival of Trees Auction Item Commitment Form

Please read and complete this form carefully. This information will be used to make Festival of Trees signage that gives you recognition and identifies your full-size tree, wreath, tabletop tree or holiday gift.

PERSON/ORGANIZATION DONATING ITEM(S) (FOR YOUR TAX PURPOSES):

Name (as it should appear in print) _____

Donated by (as it should appear in print) _____

Contact Person _____

Phone (home, work, cell) _____ Email _____

Mailing Address _____

City/State/Zip _____

How can you be reached on social channels?

Facebook _____ Twitter _____ Instagram _____

Have you participated in Festival of Trees before? Yes No How many years? _____

Do you have a Palmetto Health Children's Hospital story to share?

Please indicate the quantity of each item you plan to decorate.

(Quantity: ___) Tree Height: 5' 6' 7' 8' Tree fullness: Slim Full Need electricity? Yes No

(Quantity: ___) Wreath: Standard Oversized Need electricity? Yes No

(Quantity: ___) Tabletop Tree: (must be under 5') Need electricity? Yes No

(Quantity :___) Holiday Gift

Who will be decorating your tree, wreath or tabletop tree? (Complete only if different from above.)

Contact Person In Charge of Decorating _____

Phone (home, work, cell) _____ Email _____

Please list a general description of color scheme and decorating theme for your tree, wreath or tabletop tree.

(1000 Characters or less) _____

Do you have any added value items? Yes No

Please return completed form to Karson Terry by 5 p.m. on 10/19/18.
Palmetto Health Foundation, 1600 Marion St., Columbia, S.C. 29201
Karson.Terry@PalmettoHealth.org
803-434-4674 | fax 803-434-2815

