



Donor Guidelines and Recommendations,

Thank you for supporting Main Street Mt Pleasant and Every Step Hospice by participating in the **Festival of Trees**. The following guidelines will help your decorating team create a magical tree that will be elegantly or playfully displayed and auctioned.

You can decorate your tree at home, work, or wherever you choose, but we invite you to decorate your tree at Union Block on **Sunday, November 18th, from 9:00 am until 4:00pm or **Monday, November 19th, from 9:00 am until 4:00 pm**. Please bring your supplies (scissors, hot glue gun, glue sticks, wire, wire cutters, chenille stems, power strip, extension cord, ladder, or step stool if needed, etc.)**

Please deliver your completed tree no later than **Thursday , November 21st**, to The Union Block 3rd Floor located at 111 W Monroe Street , Mt Pleasant, Iowa 52641. Someone will be available to accept your items **Monday through Thursday between 10:00 am until 5:00pm**

Your item(s) are a tax-deductible donation, and a form will be available upon request at the time of delivery. Your gift of a tree becomes the sole property of Mt Pleasant's Festival of Trees, including trees, décor and trim, lights, items and props, and tree skirts.

- Use high-quality permanent materials.
- All ornaments and lights must be carefully secured to the branches.
- Please provide the batteries if your tree or wreath has battery-powered lights.
- DO NOT use edible items, dried flowers or any other dried plant material, or sharp and possible harmful items (i.e., fish hooks)

Trees

- Recommended tree sizes are from **4 feet to 7 feet**. Trees must be artificial and transportable.
- Please decorate trees to be viewed from all sides.
- All trees must have operating lights. We suggest mini incandescent or LED lights. No blinking lights, please.
- Completed trees require a finished base. The base may be a tree skirt, box, planter pot, etc. Please ensure that your base is VERY stable.

Wreaths

- Wreaths should be a minimum of 18 inches and have a Christmas theme.
- Please ensure your wreath has a secure hanger and supports the weight of your decorations.

The donor form must be completed and submitted to Main Street Mount Pleasant no later than **Monday, November 11th, for the entry to be recognized in the event program and literature.**

We will be having a judging of the trees in the following categories:

Best In Show

Most Creative

Peoples Choice



Festival of Trees Donation Form

The donor form must be completed and submitted to Main Street Mount Pleasant no later than Monday November 18th, 2024 for the entry to be recognized in the event program and literature.

Name as you wish for it to appear in the program _____

First Name* _____

Last Name* _____

Address* _____

City* _____

State* _____

Zip Code* _____

Phone Number* _____

Email Address* _____

Item* _____

Estimated Value _____

Please describe your item. Include any special information such as a special theme, a brief description of the color scheme and/or the decorations [e.g., red and gold decorations bringing to mind the Victorian era], items under the tree, if the tree is decorated in memory of someone, any handmade ornaments, gift certificates, etc. Your description will appear in the program.

Item Name _____

By submitting this donor form, you agree to follow the established guidelines and acknowledge that you understand that your donation becomes the sole property of Mount Pleasant Festival of Trees and that all items displayed with the tree will be sold.

We thank you for supporting Main Street Mount Pleasant and Every Step Hospice

