



Designer Guidelines and Agreement for Community Housing and Resources Enchanted Winter Wonderland and



November 18-22, 2025 | Sanibel Community House





CHR'S Festival of Trees Welcome Wreath and Tree Designers

Dear Festival of Trees Designers:

CHR is so excited to be sponsoring for the first time on Sanibel, **An Enchanting Winter Wonderland, CHR's Festival of Trees!** 2025 is going to be an exciting year for our Festival of Trees and we're thrilled for you to be a part of this wonderful event. We would like to thank you for your past support and welcome our new designers as you become a part of our beautiful benefit for Community Housing and Resources, Inc.. We are honored to have you as a part of this brand-new island event!

We will hold our event at the Sanibel Community House. Your beautiful trees and wreaths will be on display for the public all day on Friday, November 21st. The Benefit will take place on Saturday, November 22nd from 5:00 - 7:30 PM, with a Pre-Preview Party for our major donors at 4:30 that same day.

Your agreement to participate is included in this packet. When you submit it, we are requesting that you advise us of your choice of either a wreath or tree, including the tree size, the tree theme, and the color scheme. This will assist us with tree placement on the floor and making any other decision designs.

We will have Tree Designer Days spread out over Tuesday, November 18th from 1:30 - 5:30 PM and Wednesday and Thursday, November 19-20th, from 9:00 AM - 5:00 PM both days. **Please keep in mind the limited floor space on design day and your neighboring designer. Having your ornamentation prepared and organized for design day will help keep floor space open and safe for all designers.** Your tree will be on site when you arrive.

Wreaths will be distributed to designers in September and then decorated at your home or business. You will deliver your completed wreath to the Sanibel Community House on November 19th.

We will culminate our Designer Days with a Designer Social on Thursday, November 20th from 5:30 - 7:00 PM. All tree and wreath designers are invited with a plus one to this Social. It will be a casual event with refreshments and light bites served.

Please keep in mind that the trees you are decorating have a retail value of \$300 to \$1,000. It is extremely important that a large quantity of high-quality materials, combined with your creativity, be used. When designing and decorating your tree, it is suggested that a minimum of 12 ornaments per foot of tree be used in addition to décor. PLEASE NOTE: we ask that you do not use extremely large/tall tree toppers, as they have proven to be difficult during delivery.



CHR'S Festival of Trees Wreath and Tree Guidelines

WREATH DESIGNER SETUP

Upon submitting your signed agreement, you may pick up your wreath at the CHR Office beginning on August 15th. All wreaths must be picked up by September 15th. All wreaths are 28 inches wide and are pre-lit. A wreath hanger will be provided on site.

- Please use high-quality, permanent materials. Larger ornaments are preferred.
 - Secure all ornaments using wire or a glue gun.
 - Do not use edible items, dried or any other plant material.
 - Do not use sharp or possibly harmful materials like fishhooks.
- * For the safety of our guests with allergies, there is a NO SCENT policy – meaning no cinnamon or scented items are allowed on your display. NO PEANUTS are allowed on site.*

WREATH SIGNAGE

Signage around the wreath is limited to the sign provided by CHR. CHR's policy is not to have advertising materials as part of your display.

WREATH DELIVERY

Completed wreaths may be delivered to the Sanibel Community House Wednesday, November 19 from 9:00 AM - 5:00 PM.

TREE DESIGNER DAYS

- Tree Designer Days are Tuesday, November 18th, from 1:30 PM - 5:30 PM, Wednesday, November 19, and Thursday, November 20, from 9:00 AM - 5:00 PM at the Sanibel Community Center, 2173 Periwinkle Way, Sanibel.
- Please stop at the "Check In" table for your space location.
- Your tree will be on-site at your designated spot on the setup days.
- Because of the limited setup space, please have your ornamentation prepared and organized so all designers have a safe, open floor space to work.

PLEASE BRING THESE SUPPLIES AS NEEDED

- scissors
- hot glue gun and extra glue sticks
- wire and wire cutters
- extra power strip and extension cord
- extra light strands
- worktable
- step stool
- broom and dustpan

TREE DESIGNER SETUP

TREE STAND

Tree stands for all trees are provided.

TREE SKIRTS

All trees must have tree skirts. Trees that sell the best have quality tree skirts that are in keeping with the theme and design of the tree.

ORNAMENTS AND TRIM

- All ornaments must be wired securely to the tree.
- Hot glue all ornament caps in place, please.
- Trees must be decorated to be viewed on all sides.
- NO living materials, please.
- NO dried materials, please.

If you are considering any questionable material, please contact the CHR office for approval.

If you have any leftover ornaments or décor, we ask that you leave them behind with the tree in the event anything gets broken or lost upon delivery.

** For the safety of our guests with allergies, there is a NO SCENT policy – meaning no cinnamon or scented items are allowed on your display. NO PEANUTS are allowed on site.*

TREE LIGHTS AND CAUTIONS

Remember all trees are already pre-lighted however, you may add additional lighting if you wish, following these guidelines.

- **ONLY LED LIGHTS ALLOWED!**
- Please **DO NOT** use more than one strand of mini-lights per foot of height of your tree – overloads can cause fires.
- Please **DO NOT** plug more than 10 strands of lights into one (1) power strip. If you plan to use more than 10 strands, bring an additional power strip.
- Please **DO NOT** plug more than three strands of 100 lights together. You must wire in only a series of three 100-light strands into one outlet on your power strip. If you add more than three strands to a series, you could burn out all the light on your tree and those on the other trees in your section.
- **NO** spotlights can be used.
- **NO** large bulb string lights (only LED).
- **NO** rope lights (unless LED).
- Please bring a heavy-duty extension cord per power strip you will be using.

Props are not discouraged; however, all items displayed will be sold with the tree.

TREE SIGNAGE

Signage around the tree is limited to the tree sign provided by CHR. CHR's policy is not to have advertising materials as part of your display.

FINAL TREE DELIVERY

On Sunday, November 23, your fully decorated tree, its display items/props, and any extra ornaments/décor will be picked up from the event site and delivered to the purchaser.

Although CHR does not want to discourage your creativity, **ALL TREES MUST BE DELIVERABLE BY OUR TRUCKS**. Please keep this in mind as you decorate your tree.

YOUR TREE DONATION BECOMES THE SOLE PROPERTY OF FESTIVAL OF TREES INCLUDING:

All décor and trim • All lights on the tree • Tree skirt • All display items and props



TREE/WREATH DESIGNER AGREEMENT

PLEASE RETURN YOUR COMPLETED AGREEMENT FORM TO:

Shelley Greggs, Festival Chairperson

GreggsCHRart@gmail.com | 202.681.7070

First Choice	Second Choice	Tree Type/Size or Wreath (All Pre-lit)	Brief Description of Tree or Wreath
		9 ft tree green	
		9 ft tree flocked	
		7.5 ft tree green	
		7.5 ft tree white	
		4.5 ft tree green	
		Wreath	

There are eighteen 28" wreaths and limited quantities of each type of tree (two 9 ft trees green, two 9ft trees flocked, ten 7.5 ft green, two 7.5 ft. white trees, and four 4.5 ft. green trees). Trees will be assigned by the date of agreement received and designer preference. CHR will try to accommodate all the designer's first or second choices of trees, although that may not be possible in all cases.

Name as you wish it to appear in all event programming: _____

Your name or lead designer name: _____

Business and/or Team Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Email: _____

Social Media Link: _____

Signature: _____ **Date:** _____

Your donation becomes the sole property of CHR's Festival of Trees, including:
All tree/wreath décor and trim, any additional lights, tree skirt, and all display items or props.

