

# SPONSOR FAQ SHEET



# THE *Festival* OF Trees

## **Does Westminster-Canterbury provide the tree?**

Yes, based on the size tree that you have selected to sponsor, Westminster-Canterbury will provide a brand new pre-lit artificial tree and stand for you to decorate. Sponsor will provide a tree skirt.

## **When do I decorate the tree?**

Decorating Day will be Thursday, November 18th at Westminster-Canterbury on Chesapeake Bay. This *fun* team effort can start at 9:00am and close down at 6:00pm. All trees must be completely decorated by this time.

## **How many people can I bring with me to decorate our tree?**

If your group is larger than 10 people, please make special arrangements by contacting Ashley Allman at [Ashley.Allman@wcbay.com](mailto:Ashley.Allman@wcbay.com).

## **Can the tree have a specific theme?**

Absolutely, it is actually encouraged. Each sponsor can fill in a story page on Decorating Day with information about their tree and the theme. The theme can be something tied to your business to help showcase your product/services or be something completely different and holiday related.

## **What should I bring with me to decorate the tree?**

Come prepared. Some suggested items on top of your chosen decorations include scissors, florist wire, wire cutters, step stool, glue gun, pliers, drills, screw drivers, folding chairs, ladder, and clean up tools such as a broom, dustpan, and garbage bags with you. Please label all your supplies. Please make sure all ornaments/decor is securely attached to the tree. This will make it easier to transport home for the highest bidder.

## **Can I include other presents/items that are too big to be on the tree as part of the tree decorations?**

Yes! Gift cards and other giveaways are very popular additions. All items under and around the tree will be sold via the silent auction with the tree. All trees and accessories become the property of Festival of Trees upon completion and will be priced and sold as such. See examples to the left.

## **Can you use the tree to advertise your business?**

Yes! All sponsors will also have the opportunity to provide coupons/discount cards at a small display table by their tree. (Great for Black Friday shopping!)

## **Do I have to decorate the tree if I sponsor it?**

No, if you choose not to decorate, please add \$150 to your sponsorship and the committee will decorate for you.

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### **Festival of Trees Committee**

Ashley Allman • Emily Bacalis • Mark Borst • Tori Crenshaw • Barbara Gornto  
Kaitlynn Gray • Beth Ann Lawson • Sarah McBride • Jayda McKinney • Taylor Montgomery  
Sandra Parker • Sarah Russ • Amy Sheyer • Emma Thomas • Mary Wolfe