



Wreath, Tabletop Trees, & Holiday Décor

2025 Decorator Handbook

How Donating Works

- No pre-registration! Just bring your entries to the Saint Alphonsus Foundation Office and donate your items during the designated drop-off days and times.
- Sponsors (schools, businesses, or individuals) purchase wreaths, tabletop trees, holiday décor and all decorations
- Designers decorate the wreath, tabletop tree, or holiday decor. Sometimes this is the same person(s)
- Holiday Decor includes decorations, wall hangings, stockings, tree skirts and all other items that are not trees or wreaths.
- Tabletop trees are less than 4 feet tall. This does not include the base or topper.
- All materials including tabletop trees, wreaths, garland and ornaments must be artificial (not living and not flammable)
- There is no entry fee for any item. The only cost is what you invest in your project.
- The Festival of Trees provides free signage with Sponsor and Designer names.
- Decorated items are donations and become the property of the Saint Alphonsus Foundation and the Festival of Trees
- Upon intake donations will need to have fair market value listed for each item, which includes the retail value of the goods donated.
- Items are exhibited and sold via online auction during the event. Proceeds from the sale of all donated items are distributed by the Saint Alphonsus Foundation.

Drop-off Days and Times

Please bring your donation to 6090 Emerald Boise, Idaho 83704 during any of these times:

Day of the Week	Date	Time Frame
Wednesday	September 17	12:00 p.m. – 7:00 p.m.
Wednesday	October 15	12:00 p.m. – 7:00 p.m.
Wednesday	November 5	12:00 p.m. – 7:00 p.m.
Saturday	November 8	11:00 a.m. – 3:00 p.m.
Wednesday	November 12	12:00 p.m. – 7:00 p.m.
Saturday	November 15	11:00 a.m. – 3:00 p.m.

NEW THIS YEAR: There is NO drop-off of donated items at the Boise Centre. (In prior years, we would receive donations on Sunday and Monday prior to the event. This year, all wreaths, tabletops and décor items MUST be donated and checked in at the Foundation during the days/times listed above.)

Wreath Intake Form

When you arrive to drop off your item(s) you will be asked to fill out this form below with the following information. If you would like to save time, we will be sending this electronically so you can fill it out and bring it with you onsite to make the check-in process smoother.

WREATH, TABLETOP TREE, HOLIDAY DÉCOR INTAKE FORM 2025

Please complete all the information below:

• Sponsor Name(s):

• Designer Name(s):

• Contact Cell Phone: _____

• Email Address: _____

• Mailing Address:

Street: _____

City: _____ State: _____ Zip: _____

Item Details

• Category (select one):

☐ Wreath

☐ Tabletop Tree

☐ Holiday Décor

• **Fair Market Value (FMV):** \$ _____

Note: FMV reflects only the retail value of goods donated (ie: The cost of materials to produce the item) and does not include labor or perceived value.

• **Design Classification (select one):**

- ☐ Professional
- ☐ Amateur
- ☐ High School
- ☐ Middle/Junior High School
- ☐ Elementary School

• **Does it light up:**

- ☐ Yes
- ☐ No

• **Additional Items (Example: Gift Certificates)** _____

• **Additional Comments**

• **Is this your first time donating a wreath, tabletop tree or holiday décor to the Festival of Trees?**

- ☐ Yes
- ☐ No, I am a previous donor

Thank you for your donation and supporting the Saint Alphonsus Festival of Trees!

Decorating Tips

- Decorations must be acceptable for any home or business. Tabletop trees must be tastefully decorated and holiday-oriented. Trees which are not tasteful in color, design, proportion, decoration, or are too extreme, may not sell well.
- Adhere all decor to the item using pipe cleaners, wire, or glue. Ornament hooks fall off easily.
- The color of your item is very important. Since artificial items come in a variety of colors, choose a color that blends with your theme, is attractive to a buyer, and enhances your decorations.
- Baby's breath, broom bloom, starlight jip, or any other dried floral filler enhances the tree and gives it a professional look. Inexpensive and simple items which are used as fill-ins can be pine cones, clusters of balls or bells, holly, flowers, fruits, combinations of bows and clusters, small wrapped packages, or any other small item that goes with your tree.
- Bows
 - Bows can be that finishing touch on your tree without a great deal of cost. Some things to remember when selecting ribbon are
 - Florist satin is easier to tie than any other ribbon and comes in dozens of shades and patterns.
 - Fabric ribbon is only printed on one side. Stiff ribbon can be hard to tie, such as velvet. If you plan to use velvet, someone experienced with bows should tie them.
 - Ribbon comes in all widths. The wider the ribbon, the more yardage it takes to make a nice bow. The most common sizes are:
 - #3 ribbon is approximately 3/4 inches in width. In the plain colored florist satin, there are 100 yards of ribbon per bolt. #3 ribbon takes approximately 1 1/2 yards to make a nice bow.
 - #9 ribbon is 1 1/2 inches in width. This size is the easiest to work with.
 - One bolt of #9 ribbon in the plain florist satin has 100 yards. It takes approximately 2 yards to make a nice bow.
 - #40 ribbon is 3 inches in width and comes 50 yards to a bolt in the plain florist satin. It takes approximately 2 1/2 yards to make a nice bow

Judging

The wreaths, tabletop trees, and holiday decor items are open to any theme. There will be judges who will select ribbon winners under each entry type as well as in each category of professional, amateur, and youth.

Fair Market Value

The Festival of Trees reserves all rights to set beginning bids and “buy it now” prices. It is very important that you state the approximate fair market value of your entry and describe unique features so that we may appropriately assign value. Consideration will be given to the time and money spent on the tree, as well as marketability. Please keep this in mind when purchasing or handcrafting ornaments, packages, etc. Wreaths, tabletop trees and holiday décor items will be sold at the Gala and during our online auction. **To be compliant with the IRS, we must have you provide a good faith estimate of the fair market value of your item including the decorations, certificates, and any other gifts that go with the item.**

If you have any additional questions, please contact **Launa Felton at 208-830-7242** **ljrightm@yahoo.com** or **Hanna Rightmeier at 208-861-8761** or at **Sightmeier@gmail.com** or Saint Alphonsus Festival of Trees at (208) 367-8733.