

Saint Alphonsus
Festival *of* Trees

Wreath, Tabletop Tree, & Holiday Décor

Decorator Handbook
2025

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To Our Supporters,

Thank you for choosing to be a part of the Saint Alphonsus Festival of Trees. Your participation as a designer makes the Festival of Trees possible, and helps raise funds to support projects and programs for patients and families served by Saint Alphonsus Hospital.

This year funds raised will support advancements at Saint Alphonsus to meet the growing healthcare needs of our community. Given that heart disease and stroke are currently the leading cause of death in both men and women in the United States, your support this year will especially focus on the life-saving cardiovascular care provided by the Saint Alphonsus Heart Institute, giving Idahoans access to world-class care close to home.

GENERAL DECORATING REQUIREMENTS

Items should be designed to accommodate a variety of homes and businesses. You choose your item and from where it's purchased. Secondhand or new does not matter.

Everything Goes

All accessories that are displayed with your item go home with the purchaser. Please make sure only things that you are willing to part with are included in your donation.

You Are Responsible For:

- Ensuring your item is artificial and identified by the manufacturer as a flame-resistant or flame-retardant
- Marking the top dead center on the back of your item or front of your item so we know how to hang or display your item at the Boise Centre
- Transporting your decorated item to the Saint Alphonsus Foundation
- Assisting with your item during the Festival in the rare case of electrical or mechanical issues

Fire Guidelines

- Only electric lights (including battery operated) may be used. Lights must be UL approved. Please leave the UL tags attached as the Fire Marshall may request to see them.
- Connect MAXIMUM three strings of lights end to end. Each set of three strings of lights must be connected to the main power strip.
- Use quality lights that are appropriate for indoor/outdoor use and ensure they are in excellent working order.
- Natural materials like straw, wheat, and grasses may be used if sprayed with flame retardant. Hay bales may not be used.

Item Categories and Sizes

There are a variety of item types to choose from:

- **Wreaths-** Circular and have a hole in the middle
- **Tabletop Trees-** 3-Dimensional, independent branches, less than 4 feet tall not including the base and topper
- **Holiday Decor-** Decorations, wall hangings, stockings, tree skirts, sleds/sleighs, windows, swags, tomato cages, cones, 2-dimentional cutouts, and all other items that are not wreaths or tabletop trees

JUDGING GUIDELINES

Decorators are encouraged to use creativity in their designs while adhering to the aforementioned requirements. Judges will concentrate on the main item, but will consider any included accessories.

Theme

Originality, uniqueness, follow-through as it relates to the theme of the item

- Points are deducted for lack of representation of a theme

Design

Balance, beauty, color coordination, harmony, interest, proportion, and (if included) unity with all accessories and surrounding decor

- Points are deducted for lack of color coordination, minimal variation in size, depth, and/or texture of ornaments and (if included) accessories

Execution

Overall presentation of workmanship, continuity, quality, detail, mechanics

- Points are deducted for bare spots, unfinished components, exposed machinery, broken items, non-working lights

Divisions

- Professional- Those who design or decorate as their livelihood or for financial gain.
- Amateur- Those who design or decorate for fun or pleasure, not for financial gain.
- High School- Children aged 14-17
- Middle/Junior High School- Children aged 10-13
- Elementary School- Children aged 0-9

Awards

Judges award the following ribbons for each category and division. This means approximately 75 ribbons are given out.

- Best of Show
- 1st Place
- 2nd Place
- 3rd Place
- Honorable Mention

DECORATION RECOMMENDATIONS

Attend Clinics

We offer a clinic to assist you in learning how to be successful in your decorating technique.

Contact Launa or Hanna to be placed on the list of those who plan on attending.

- Date: Tuesday, October 21st
- Time: 6:00pm-7:00pm
- Location: Lowes Home Improvement 7990 W. Overland Rd., Boise, Idaho 83709

Helpful Tools and Materials

- Gloves- Protect your hands! Fluff each branch of the tabletop tree, wreath, or holiday decor item as well as any floral decorations
- Needlenose Pliers- Ones with side cuts will help twist wire easier and faster
- Pipecleaners- To secure decorations to your item
- Wire- Helpful for heavier decorations or accessories that need extra support
- Glue Gun
- Baking Sheet- Use as a drip pan for your hot glue gun
- Zipties- Secure surge protectors or large decorations
- Scissors

Color

Your item will be photographed at the Saint Alphonsus Foundation with the lights on. The color of your lights and decorations are very important. Artificial items come in a variety of colors. Choose up to three main colors that:

- Blend with your theme
- Enhance your decorations
- Would be attractive to a purchaser

Theme

Consider the first 3 ideas that come to mind when thinking of your theme. This can help to make your theme easily recognizable to judges and attendees.

Design

Consider building your item around an attention-grabbing accessory; one that will make people want to stop and take a closer look.

Execution

All wire or pipe cleansers should closely match the color of the tabletop tree or decor. Seams on ornaments should face side to side verses front to back.

Lighting

All items can be pre-lit with clear, single colored, multi-colored, or no lights at all. Lights should enhance the item, not detract from it. Consider including extra bulbs and/or fuses. If you choose to add additional lights, please consider the following

- Use Pipe cleaners or floral wire in the same color as your item to securely attach lights
- When putting lights on a Tabletop Tree, follow the contour of the branches as a way to enhance the shape of the tree
- If using battery-powered electronics, include extra batteries. Volunteers will replace them if they die during the exhibition.

Technique

- Start with lights, toppers for tabletop trees, large items, garland or ribbon and fill in with picks additional decor
- Complete the front and back of tabletop trees
- Light cords should be hanging from the bottom or back of the item
- All items must be wired directly to your donation or glued where two pieces meet i.e. so the "hanger" cannot slip out

Item Decorations and Accessories

Items should be inviting, focus on universal themes, or tell a compelling story. Judges will consider the overall setting of each display, including packages and accessories. These accessories should assist with execution of a theme, be in the same color pallet, and be in proportion to the size of the item and its decorations. It is not necessary, nor is it a judging requirement, to have accessories under a tabletop tree or that go with an item. Common accessories include:

- Tree Skirts
- Packages
- Stuffed Animals
- Alcohol
- Gift Cards- Provide a copied version on display. We will keep actual version in a lockbox
- Jewelry

Attaching Decorations To Your Item

- When using a hot glue gun or glue pillows, use a cookie sheet or other material to protect the area underneath in case of a glue spills
- Outdoor items - hot glue will pop and break if using in the outdoors or cold areas - we recommend wire and/or pipe cleaners to secure items
- Wiring decorations onto your item with florist wire or pipe cleaner will help prevent damage to decorations and lights.
- A 4-inch long wire or pipe cleaner is the average length for a decoration to be secured to a

branch of a tabletop tree, holiday decor item or a wreath. Wrap the wire or pipe cleaner firmly using one or two twists

- For pine cones, bows or larger decorations, use a longer piece of wire or pipe cleaner to secure the item to a strong structure in your item, such as the center of a tree, the frame of a wreath, or the rung of a ladder.

Weight and Fragility

We want to showcase your item just the way you designed it, and we want the purchaser to receive the item just as they remember it.

Please pay close attention to the components of your design. We ask that you keep your item, including decorations and props, at a minimal weight and fragility. Consider using materials that are lightweight and can withstand vigorous movement. Materials such as rock, brick, glass, and certain types of wood can add extra weight or fragility.

At the conclusion of the Festival of Trees, your item will be picked up by the purchasers for display in their businesses or homes. The pickup process begins with volunteers removing the item from its display location. It may also include:

- Lifting the item onto a cart
- Loading the item into a vehicle
- Driving it to its final destination
- Going into elevators, up stairs, around tight corners

If you plan to use items that greatly increase the weight or fragility of your item, please contact Launa or Hanna. We may ask that you assist us in the display and/or pickup process if we have any concerns.

HOW DONATING WORKS - WREATH AREA

- 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
- There is no entry fee. The only cost is what you invest in your project.
- Sponsors (schools, businesses, or individuals) purchase wreaths, tabletop trees, holiday décor and all decorations
- Designers decorate the wreath, tabletop tree, or holiday decor. At times this is the same person, group or business
- Holiday Decor includes decorations, wall hangings, stockings, tree skirts and all other items that are not tabletop 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)
- We provide free signage with Sponsor and Designer names
- Donations need to have fair market value listed for each item (includes the retail cost of all purchased items)
- Decorated items are donations and become the property of the Saint Alphonsus Foundation and the Festival of Trees
- Items are exhibited, priced, sold, or auctioned during the event at the Festival of Trees discretion and 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.

WREATH INTAKE FORM

Feel free to complete ahead of time and bring to drop-off

When you arrive to drop off your item you will be asked to fill out the 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 even 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 full retail value of goods donated (ie: The cost of materials to produce the item) and does not include labor or perceived value

• **Division (select one):** ☐ Professional ☐ Amateur
☐ High School ☐ Middle/Junior High School ☐ Elementary School

• **Does it light up:**
☐ Yes ☐ No

• **Additional Items (Example: Gift Certificates, wine, lottery tickets)**

• **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!
If you have any additional questions, please contact

Launa Felton at 208-830-7242 ljrightm@yahoo.com or
Hanna Rightmeier at 208-861-8761 Sightmeier@gmail.com or
Saint Alphonsus Festival of Trees at (208) 367-8733.