

# Decorator Guidelines



## Decorating Date

Friday, November 16, 2018 • 9:00 AM to 9:00 PM

## Decorator Cocktail Party

Friday, November 16, 2018 • 5:00 PM to 9:00 PM

## Nugget Sierra Ballroom

1100 Nugget Ave, Sparks, NV 89431  
2nd Floor, ask about loading dock

We are grateful that you would like to support Safe Embrace by designing, decorating, and donating a Christmas Tree, Wreath, or Gift Basket to be displayed and auctioned off at the 2018 Trees and Lights Gala!

For over 19 years, Safe Embrace has been providing emergency shelter and compassionate trauma-informed services for victims of Domestic Violence and Sexual Assault in the Reno-Sparks area.

All funds raised will go directly to our emergency shelter renovation project to renovate the bathrooms, bedrooms, and kitchen in our original shelter building!

## How the event works...

1. Individuals, businesses, and groups fill out the Donor Commitment Form to design and donate a tree, wreath, stocking and/or prize to Safe Embrace for the Gala.
2. Following the requirements outlined in this guide, individuals and groups will begin planning the design of their tree, wreath, stocking, and/or gift basket.
3. Groups then begin gathering up the materials that they will need –and challenge others to enter the decorator competition! **Note:** Creativity, recycling/upcycling, and handmade items are 100% encouraged!
4. On the day before the gala design crews will gather at the Nugget Casino Resort with everything needed to set up their displays. Safe Embrace will place a sign near the trees to give credit to the group or individual donors that donated and decorated it.

***If you are donating a wreath, gift basket, or auction/raffle prize, you may drop off your item at the Safe Embrace Office any time before November 9, 2018 at 5:00 PM.***

***We are also happy to pick up your donation.***

**Safe Embrace • 780 E. Lincoln Way, Sparks, NV 89434 • 775-324-3766 • [info@safembrace.org](mailto:info@safembrace.org)**

Safe Embrace is recognized as a public charity under Internal Revenue Code Section 509(a) and has 501(c)(3) status. Donations to Safe Embrace are deductible. Donors should consult their tax advisor for questions regarding deductibility. The Safe Embrace EIN is 88-0366015 and a copy of the determination letter is available upon request.



# Annual Tree and Wreath Decorating Competition

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Friday, November 16, 2018 • 9:00 AM to 9:00 PM

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## Enter the Competition

- Review the decorator guidelines.
- Submit your commitment form.
- Get your design team together and choose the tree or wreath you will donate and collect all the items that you will need to decorate it.

## Tree Staging

- Each tree design team will be provided 10' x 10' of floor space to set up their creation.
- Anything on, in, under, or around the tree will be considered to be part of the donation and part of the competition entry.

## Setup

- **Decorating Date:** Friday, November 16, 2018, 9:00 AM to 9:00 PM
- **Decorator Cocktail Party:** Friday, November 16, 2018, 5:00 PM to 9:00 PM.  
*the cocktail party will happen during setup to enhance the festivities and fun and team atmosphere. Please feel free to continue decorating your tree or wreath during the party.*

## Prizes

Participants do not have to be present to win – but we would love it if you were there!

- **Best Wreath**
- **Best in Show**
- **Highest Earning**
- **1<sup>st</sup> Place Tree Awards** 1<sup>st</sup> Place Awards will be issued for one tree in each of the following categories: Traditional, Whimsical, Elegant, Themed



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## Other Ways to Help

### Donate Silent Auction and Raffle Prizes Gift Baskets, Prizes, Awards & Holiday Stockings

We will have a raffle and silent auction table at the Gala and appreciate donations from organizations and businesses. If you would like to provide a raffle or silent auction item for the event, please do!

#### **Donation Deliver and Pick Up**

Please deliver all silent auction and raffle prizes at Safe Embrace. Our office is located at: 780 East Lincoln Way, Sparks, NV 89434. Our volunteers will be happy to pick up any donated prizes. Please contact us at 775-324-3766 or [info@safeembrace.org](mailto:info@safeembrace.org) to request a donation pick up.

#### **Recognition**

Donors will all receive recognition in the Gala Program for their generosity!

## Volunteer

Safe Embrace relies on volunteers for the success of the Gala. Please contact us at [treesandlights@safeembrace.org](mailto:treesandlights@safeembrace.org) or call 775-324-3766 to volunteer.

#### **Setup and Event Volunteers**

We need many hands to make the annual Trees and Lights Gala unforgettable. If you would like to help before or during the event, please let us know!

#### **Break-Down and Delivery Volunteers**

We are recruiting an all-volunteer break-down and transport crew to help us following the event this year. If you would like to volunteer, please contact us!



# Tree Decorating Requirements and Setup

## Tree Requirements

### Tree Size and Basic Requirements:

- Slim or Full artificial trees between 4.5 feet and 7.5 feet tall.
- All trees must be artificial and fire retardant.
- If you have an idea for a creative, non-standard artificial tree, please contact the staff at: [treesandlights@safeembrace.org](mailto:treesandlights@safeembrace.org)

### Ornaments & Decorations:

- After the gala, your donated tree will be delivered to the highest bidder's home or business. Moving the fully decorated trees means that everything on the tree must be secured to it.
- Use only materials that will withstand vigorous movement like tipping on a dolly, rolling through elevators, going up stairs, and rattling around in a moving van.
- Hot glue or super glue should be used to keep ornaments from detaching from their hangers.
- Ornament hangers should be wired to the branches.

### Lighting & Electric Cord:

- Please bring a 12 gauge 12' Extension Cord to ensure that your tree can be lit!
- All lights must be attached to the tree.
- Many trees, like the discounted ones available at Nevada Backyard, come pre-lit with low heat bulbs that are affixed to the tree itself.
- If you are using light strings, please make sure that your lights cannot shake loose, and that they, or anything touching/covering them, are fire safe.

### Tree Topper:

- Tree toppers must be designed to be removed before delivery.
- If fragile items are included on the topper or the tree, the decorator will be required to replace any items broken during delivery.
- It is suggested that you provide a separate box/bubble wrap for your tree topper to prevent breakage during delivery.

### **Presents and/or Props:**

- Presents and props that will increase the value of the donated tree are highly encouraged!
- Please keep in mind that everything on, under, or around the tree will be considered a donation and will go to the highest bidder.

### **Tree Stands & Skirts:**

- Tree skirts are mandatory.
- Stands must be securely affixed to the tree for transport and delivery following the Gala.

### **Tree Name and Signage:**

- You may include signage with corporate logos, descriptions, etc. on or around your tree.
- The Gala Committee will place a standard donor recognition sign, using the information provided on the commitment form, near your tree.
- Trees should be "named" for the auction and competition.
  - Examples of tree names from the 2017 Trees & Lights Gala include: Noble Nevada, Truckee River Wonderland, and Christmas around the World.

## **Tree Setup and Decorating**

**Friday, November 16, 2018 | Nugget Sierra Ballroom | 9:00 AM to 9:00 PM**

Come to the Nugget with your design team, tree, and decorations. This is the **ONLY** decorating day and time available.

### **Check-in with the Gala Committee.**

Volunteers will point you to your assigned display location.

### **Fill Out the Tree Valuation Form**

Please value the tree based on the cost of the tree itself, items on and under the tree, and anything else that comes with it. The value should be determined based on the price before any discounts you received. If there are items like presents or props that add value, please list them.

### **Enjoy Decorating**

Have fun decorating your tree for charity with family, friends, and/or colleagues!

### **Stay for the Decorator Cocktail Party**

Friday, November 16, 2018 from 5:00 PM to 9:00 PM

### **Check-out with the Gala Committee**

Volunteers will ensure that your tree is fully inventoried and that it meets all of the competition requirements. Please remember that ornaments must be glued to hangers & wired to the tree. Don't forget your extension cord!



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# Wreath Decorating Setup and Requirements

## Wreath Requirements

### Wreath Size and Basic Requirements:

- 24" or 36" Size
- All wreaths must be artificial and fire retardant.
- Wreaths should be valued at \$75 or more.
- If you have an idea for a creative, non-standard artificial wreath, please contact the staff at: [treesandlights@safeembrace.org](mailto:treesandlights@safeembrace.org)

### Hanger:

- The wreaths are displayed during the auction on freestanding doors.
- Please include wreath hanger, a secure loop or have a hanging mechanism built in to your wreath.

### Lighting:

- Wreath lighting must be battery operated.
- You can purchase simple wreath lighting kits or battery operated lights at most stores carrying Christmas supplies.
- Make sure that your lights and decorations are fire safe, and securely affixed to the wreath.

### Ornaments and Decorations:

- Following the gala, your donated wreath will be carried home by the highest bidder. Please ensure that everything on the wreath is secured to it.
- Hot glue or super glue should be used to keep ornaments from detaching from their hangers and ornament hangers should be wired to the branches.

### Presents and/or Props:

- Presents and/or props that will increase the value of the donated wreath are highly encouraged!
- Each wreath will be auctioned off at the event. All funds raised will go toward the emergency shelter expansion and renovation project.

### Storage Box:

- Please bring a box or storage bag that your wreath will fit in. The willing bidder will use it to take the wreath home.

### Signage:

- We will place a standard sign, using the information provided on the commitment form, next to each wreath.
- Wreaths should be "named" for the auction and competition.
  - Examples of wreath names from the 2017 Trees & Lights Gala include: Sugar Plum Dreams, Silent Night and Ancient Civilizations.

## Wreath Setup and Decorating

### Drop Off Your Wreath

You may drop off your fully decorated wreath to Safe Embrace any time before 5:00 PM on Friday, November 9, 2018.

### Setup Your Wreath:

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Come to the Nugget with your design team, wreath, and decorations. This is the **ONLY** decorating day and time available.

### Check-in with the Gala Committee.

Volunteers will point you to your assigned display location.

### Fill Out the Wreath Valuation Form

Please value the wreath based on the cost of the wreath itself, items on and around the wreath, and anything else that comes with it. The value should be determined based on the price before any discounts you received. If there are items, like presents or props, that add value, please list them out.

### Enjoy Decorating

Have fun decorating your wreath for charity with family, friends, and/or colleagues!

### Stay for the Decorator Cocktail Party

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### Check-out with the Gala Committee

Volunteers will ensure that your wreath is fully inventoried and that it meets all of the competition requirements. Please remember that ornaments must be glued to hangers & wired to the wreath. Don't forget your storage box and hanger!



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## Nevada Backyard Discount

### 60% Off Trees & Wreaths

### 50% Off Decorations

Nevada Backyard is once again partnering with us! Anyone who is designing a tree or wreath for the Gala can bring in a Safe Embrace Trees and Lights Gala Discount Card and receive 60% off the tree of their choice and 50% off any decorations at Nevada Backyard.

#### Nevada Backyard

75 East Moana Lane | Reno, NV 89502  
775.826.4800 | [californiabackyard.com](http://californiabackyard.com)

To receive the discount, Donor Commitment Form must be submitted in advance and you must inform us you would like to use the discount. Contact [treesandlights@safeembrace.org](mailto:treesandlights@safeembrace.org) for your discount card.



## Donate a Prize

*We need gift baskets, auction and raffle prizes and holiday stockings!*

We will have a raffle and silent auction table at the Gala and appreciate donations from organizations and businesses. If you would like to provide a raffle or silent auction item for the event, please do!

#### Donation Deliver and Pick Up

Please deliver all silent auction and raffle prizes at Safe Embrace. Our office is located at: 780 East Lincoln Way, Sparks, NV 89434. Our volunteers will be happy to pick up any donated prizes. Please contact us at 775-324-3766 or [info@safeembrace.org](mailto:info@safeembrace.org) to request a donation pick up.

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