



Hamilton County
GOOD SAMARITAN NETWORK

Festival of Trees

20
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**SATURDAY,
NOVEMBER 21, 6:30 pm**

Location:

**The Wellington
Fishers, IN**

**Kim Harden
FESTIVAL OF TREES
EVENT COORDINATOR**

Good Samaritan Network

C: 317-379-0470

**Good
Samaritan
NETWORK**

DESIGNER PACKET

SATURDAY, NOVEMBER 21, 6:30 pm



DESIGNER
ONLINE SIGN-UP

Good Samaritan Network
Festival of Trees

Dear Potential Designer,

Announcing the **Annual Hamilton County Festival of Trees**, hosted by local nonprofit **Good Samaritan Network of Hamilton County, Inc.**, a 501c3 organization.

LOCATION:

The Wellington

9775 N by NE Blvd
Fishers, IN



**DESIGNER
ONLINE SIGN-UP**

One of our objectives is to showcase the artisan work of local designers in Hamilton County and to demonstrate how creativity can impact a community... for the good!

We are thrilled to return to the beautiful **The Wellington, Fishers, IN, on Saturday, November 21, at 6:30pm**. The evening includes a dinner, keynote speaker, and an auction of exquisite, custom-designed Christmas trees, wreaths, paintings, and more — all hand-decorated by local designers specifically as fundraising pieces. All proceeds from the event will support Good Samaritan Network's signature Client Assistance and Holiday Assistance Programs, which assist Hamilton County residents. Our last holiday outreach allowed GSN to assist over 46,000 families during the holiday season.

"We couldn't be more thrilled to present our Annual Hamilton County Festival of Trees (FOT) community event. Last year was the single highest FOT fundraising event with record sponsorships and some of our most amazing designers. We are hoping to fill every seat this year, and we look forward to an even more celebratory and creative Festival of Trees!" says Kim Harden, Festival of Trees Event Coordinator.

Please know that your participation and support will be greatly appreciated and will make a huge impact in helping thousands of underserved residents in Hamilton County. Thank you for considering this inspiring opportunity to partner with Good Samaritan Network!

With Best Regards,

Kim Harden

Good Samaritan Network, Festival of Trees Event Coordinator
Cell or Text: **317-379- 0470**

Nancy Chance

Good Samaritan Network, Founder/Executive Director
C: **317-842-2603** / nchance@gsnlive.org

Benefiting Client and Holiday Assistance in Hamilton County



Info and Timeline

CONTACT | Festival of Trees Event Coordinator, Kim Harden, C or T: 317-379-0470. Complete a Designer form ONLINE (preferred) - or mail the attached agreement.

SIGN-UP | Designers can register online at www.gsnlive.org under the “Events” / “Festival of Trees” page. From there, click on “Interested In Being A Designer” - or, use the QR code listed in this packet.

WREATHS | Designers can provide their own wreath, but it is not mandatory. Minimum size 20”, maximum size 48”.

PLACARD/SIGNAGE | An imprinted 12” x 18” placard will be provided for each registered tree/wreath, including designer and designer sponsor information and item name/description.

DECORATING WORK PERIOD | November 13-20 with a completion deadline of Friday, November 20, at 3 p.m.

TRANSFER DATE – We will transfer trees from the holding room to the ballroom on Friday, November 21, 11 a.m. to 2:00 p.m. All designers should volunteer to move trees on Friday afternoon/evening.

FINAL FLUFF - finishing touches and fluffing can be completed Saturday, November 21, 2:00 p.m. - 4:00 p.m.

WRAP and BOX | Designers are asked to donate individual time Sunday, November 22, 10 a.m. at The Wellington to help wrap and box trees/items so all pieces are prepared and ready for next-day delivery.

MEDIA PROMOTIONS | Designers will be recognized during the evening’s program and via various print pieces.

RECOMMENDING DESIGNERS | Designers are welcome to contact other reputable designers who may be interested in partnering on behalf of the Hamilton County community. The FOT Event Coordinator will consider and confirm all designers, and GSN will approve them.

SPONSORSHIPS | Designers are encouraged to become a FOT sponsor for the evening. Additionally, if you know anyone who may be interested in sponsoring the event, contact the GSN office at 317-842-2603, x201 for details, or visit the Festival of Trees page at www.gsnlive.org and select “Interested In Being A Sponsor.”



Good Samaritan Network

DESIGNER'S MEETING | Designers can attend an initial planning meeting to learn more information and to select an artificial tree for decoration. This meeting will be Saturday, September 6 at 3:00 p.m. at the GSN South Warehouse, 12933 Parkside Drive, Fishers, Indiana. Tree selection will be available on a first-come, first-served basis. (All designers are encouraged to attend one of these two meetings or send a representative. However, if you absolutely cannot attend, we can make special arrangements for you to select a tree. Please contact Kim Harden by cell or text at 317-379- 0470 with any questions.)

Designer Guidelines

- Absolutely NO LIVING MATERIALS can be used in decorating (evergreens, plants, flowers, etc.).
- Absolutely NO HOT GLUE can be used on trees. Decorations must be WIRED on. Glue ornament tops on before wiring to trees.
- Decorating period onsite: November 13-20 at The Wellington, 9775 N by NE Blvd, Fishers, IN 46037. During the decorating period, the design room is available 24 hours daily.
- Designer must submit tree/item/name/theme/description by November 13.
- A Festival of Trees In-Kind Donation Receipt is available online via the Designer's page or by contacting the FOT Event Coordinator.
- To receive the GSN "In-Kind" donation tax credit, all designers must complete a Festival of Trees "Donation Receipt." Include the estimated cost or retail value of the designed item(s), including donated materials, and attach receipts. Submit your Festival of Trees "In-Kind Donation Receipt" to the Event Coordinator before leaving the design area on November 21, or submit it with documentation to GSN by November 30. The receipt amount cannot be based on the auction amount of your item(s). The IRS requires cost-value information for a deduction. Based on your email, we will provide in-kind donation receipts, but we cannot provide financial reimbursements. We recommend securing designer sponsors.
- Designers are required to provide their own extension cord to become part of the tree. It will not be returned.
- A tree skirt must be provided by the designer. Please do not glue or staple tree skirts to the display base.
- All decorations under the tree will be given to the buyer.
- The Festival of Trees is responsible for delivering any tree OVER 4' to the buyer following the event.

Benefiting Client and Holiday Assistance in Hamilton County



Tree Details

TREE DECORATING CONCEPTS

- Trees will be pre-assembled by the Festival of Trees team.
- If your tree is pre-lit, connect the cords together according to directions and plug into a power source before starting to design to make sure lights are in working order.
- Begin shaping your tree from the bottom and work your way to the top when fluffing. Most trees can be shaped with the push/point method (looks like a cat paw) by pulling individual branches back toward the tree. This fills in the spaces between each layer of branches. Shape the entire row of branches before moving up.
- To ensure lights are spread evenly, it's easiest to step back and squint, revealing any dark spaces. If you choose to add lights to the tree, be sure you connect them with a separate power cord.
- Read product light boxes for maximum capacity for end-to-end connection. Only 200 miniature lights per extension outlet and a maximum of 600 lights per extension cord. Never plug unlike numbers of lights together (e.g., 50 bulbs & 100 bulbs).
- If you use a lighted tree topper, use a separate extension cord and plug it into the power strip connected at the base of the tree.

TREE DECORATING CRITERIA

Name | Please provide a creative and inviting name for your tree (will be publicized). A confirmed tree name is required. Examples: "Grinchy Tree," "Whimsical Delight," "Sweet Fantasy," "Oh Christmas Tree," etc. (This creates interest, promotes easily, helps the auctioneer and the buyer.)

THEME/DESCRIPTION | Describe the overall look you are trying to achieve. Descriptions should creatively highlight the details you anticipate for your tree, but should not be longer than two sentences. Example: "Red and gold decor brings an elegant touch to any tree. The red tree makes a bold statement of its own, while the musical note ornaments and treble clef tree-topper are a nod to Christmas carols." (This creates interest, promotes easily, helps the auctioneer, and the buyer.)

DESIGN | Use 2 or more colors on your themed tree and add 3 or more different shapes of decorations for texture and interest.

TREE LIGHTING BALANCE

Tree	Height	# of Lights	# of Decorations
4	feet	250-300	60-75
6	feet	350-500	125-175
7	feet	450-600	175-225
8	feet	600-850	225-300
9	feet	800-1200	300-450

Designer Agreement

Festival of Trees | November 21, 6:30p.m.
The Wellington, Fishers, IN

DESIGNER ONLINE SIGN-UP



Register as a designer by scanning the **QR Code** or visiting **www.gsnlive.org**, then go to "Events," "Festival of Trees," and select "Interested In Being a Designer." To use this paper form, mail it to:
Good Samaritan Network, Festival of Trees, 12933 Parkside Drive, Fishers, IN 46038.

Please print clearly. All contact information required*:

*DESIGNER NAME:

*DESIGNER BUSINESS NAME:

*CONTACT ADDRESS:

*CITY/STATE/ZIP:

*CONTACT PHONE:

*CONTACT EMAIL:

DESIGNER NAME(S) as you would like it to appear in communications and print pieces:

SPONSOR NAME(S) if other than the Designer:

☐ I do NOT require a tree or wreath from GSN, I will provide MY OWN for decorating.

*My tree size will be: ☐ 4 ft ☐ 5 ft ☐ 6 ft ☐ 7 ft ☐ 8 ft ☐ 9 ft

EVENT TICKETS:

Designers are asked to participate by attending the event and will be acknowledged during the evening.
Festival of Trees RSVP tickets must be purchased in advance online - limit 2 reduced designer tickets.

DESIGNER / REMINDER / CHECK LIST:

- ☐ I understand that this contract/letter must be submitted as soon as possible to confirm participation so I can be included on the designer's roster and receive further follow-up communications and correspondence.
- ☐ I understand that the designing/setup work period will be November 13-20 at The Wellington, Fishers, IN, with a completion deadline no later than November 20, 3:00 p.m.
- ☐ I understand that the move and fluff date will be held early the day of the event, November 21, from 2 p.m. - 4 p.m. at The Wellington, Fishers, IN.

- ☐ I understand the designer information may change and I will be notified accordingly.
- ☐ I understand that no changes to any designer's name/sponsorship for the signage will be possible after November 16.
- ☐ I understand that I am responsible to submit signed/completed "In-Kind Donation Receipt" by November 30 to Good Samaritan Network, Designers' Coordinator, or the Event Coordinator.
- ☐ I understand that all designers are asked to donate individual time Sunday, November 22 at 10 a.m. at The Wellington, Fishers, In, help wrap and box trees/items in order to have all pieces prepared and ready for delivery.
- ☐ I understand that Good Samaritan Network is required to provide an indemnification agreement and proof of adequate insurance for any damages to Renaissance Indianapolis North Hotel resulting from any action or omission of individual attendees, including vendors, designers, etc., in conjunction with the event. However, GSN is not responsible for any loss or damage, no matter how caused, to any inventory, materials, samples, displays, equipment, properties or personal effects brought into the venue for this event.



Thank you for your participation in Hamilton County's Festival of Trees. Please watch for further details and communications via email (unless otherwise noted), including updated set-up week details, etc. Should your email account change at any time, or any contact information, be sure to notify the event coordinator.

TREE/ITEM NAME:

Please provide a creative and inviting name for your item/tree (will be publicized).

THEME/DESCRIPTION:

Describe the overall look you are trying to achieve with the item/tree. Descriptions should be no longer than two sentences.



AUTHORIZED SIGNATURE

DATE

If you are not completing an application ONLINE,
please return this completed agreement to:



Email Address:
info@gsnlive.org



Location:
12933 Parkside Dr
Fishers, IN 46038



Phone Number:
317-842-2603