



## Participant Information & Guidelines

Welcome to the 2020 Festival of Trees! We are so excited about this year's event and truly appreciate all of the time, energy, talents and resources each of you bring to the table. It simply wouldn't happen without you!

In doing our best to keep our community safe the Oregon Coast Military Museum has decided to do a Live Video Stream this year. We will place trees and wreaths in local businesses. This will allow for less contact and more foot traffic to our local businesses and supporters.

Below is some important information that will help guide us through the process of preparing our trees or wreaths and make this year's event a success.

### Theme

Each tree will have a theme of your choice! This is where your creative juices really get flowing. The options are endless and inspiration can come from anywhere: Your favorite Christmas song or story, a favorite hobby, collections or toys, a depiction of your business or even your favorite sports team. The key is to be creative! (No offensive or political statements please)

### Trees & Wreaths

We will provide the large and table top trees and wreaths for you to decorate. We will also provide the tree stands and extension cords.

- Trees will be available to decorate as soon as the sponsoring business is ready. Oregon Coast Military Museum staff will deliver and set up the tree for you.
- Wreaths can be scheduled to be picked up from the Oregon Coast Military Museum as early as NOW.

## **Decorations**

- Decorations should be of high quality as to enhance the overall value of the tree or wreath.
- All decorations need to be securely wired to the tree.
  - Keep in mind that the tree will be transported with the decorations attached. If decorations are particularly fragile, please provide boxes to use during transport.
- Be sure to decorate the tree all the way around, front and back, so they can be viewed from all sides.
- Most trees come with lights, however if you'd like to add more please feel free to do so. If using additional lights on your tree, please use only newly purchased lights which are indoor safe.
- There will be electrical outlets available for lighting.
- You may include a tree skirt to go underneath the tree.

## **Signage**

We will provide a sign to display next to your tree to indicate the decorator and a short bio and picture of the decorator, sponsor, and theme. Please make sure we have this information ASAP so that all trees have accurate signs. Wreaths will have the name of the decorator on the wreath, as well as a theme if you wish.

## **Judging**

The Oregon Coast Military Museum Board Members will select one tree as a "BEST IN SHOW".

## **Deadlines**

Entry form & fee - October 30

Theme & decoration details form - November 10

## **Schedule of Events**

Trees to be completed no later than November 13th. We want the community to have ample time to stop by each business and view each tree.

Saturday, November 28 and will be Live Streamed Video Auction via your favorite media. We will begin at 5pm

Due to the pandemic and the unfortunate circumstances that have touched us all, this is the one and only chance the Oregon Coast Military Museum has for fundraising. We are asking for another year of amazing support, encouragement and giving that will allow the museum to continue in our mission:

**"To educate the coastal communities concerning the role our military members, both past and present, have played in defending the freedoms that we all enjoy."**

Sincerely,

Oregon Coast Military Museum Board Members

**Contact Information:**

Oregon Coast Military Museum - Geoff 541-902-5160

Gary 541-359-5235

Wayne 541-999-1993

Kim 541-999-5526