



## Wreath Benefactor Guidelines

**Thank you for your interest in participating in the Inaugural Midcoast Tree Festival!** The event will be held at St. John's Community Center, 43 Pleasant Street, Brunswick, and will support the region through All Saints Parish, Spectrum Generations' Meals on Wheels, and SMMC. The festival will be held November 22-24 and November 29-Dec. 1, 2019.

With this being an inaugural event for us, there are many aspects that we need to inform our participants about. All wreaths will be hung on a display rack, indoors, in the front lobby, and will be **raffled off at the conclusion of the event**. Attendees will pay a \$2 entry fee to enter the event (children under 12 are free) and with each paid attendance they will receive a door prize ticket. Door prize tickets are only eligible for the wreaths and thus your wreath will be won as a door prize raffle.

Due to space limitations, and for fire code purposes, certain guidelines must be followed.

### All wreaths must:

**Be submitted by a regional or statewide non-profit or not-for-profit organization.**

Businesses will not be allowed to enter the a wreath for the event. This is a way for our non-profits, not-for-profits and clubs/organizations to participate in this event. If we do not fill the spaces, citizen donors will be considered but with only 20 spaces we expect to fill it.

**Include a way to hang**, factoring in the weight of the wreath (wreath hook or wire preferred)

**Be lit with battery powered lights**, if you decide you want to lights in your wreath (certainly not required).

**Not exceed 24" diameter**

**Be brought to the event venue** by Thursday, November 21, at 12:00 p.m., equipped to be hung.

### Tips & Suggestions and Need to Know Info

Where fresh greenery only lasts two weeks, and the event lasts two weeks, artificial is preferred so that winners can proudly display their winning wreaths.

Unlike the trees, the wreaths have no minimum gift requirement- in fact there is zero expectation of an additional item of value on the wreath besides the decorative wreath itself. If you would like to include a gift card or other item of value, you may- but there is absolutely no expectation of that.

Use this to promote your organization. Tie in your colors, or trinkets of your organization if you would like. Maybe make a theme out of it.

Get creative! Artificial is best, so maybe you can think of something other than traditional greenery? Could you use candy? Or cloth? Or bottle caps, or whatever. Some people will want a traditional looking wreath, so by all means, you can do that- but others may prefer something a bit unique. Don't limit yourself if you come up with a non-traditional idea, that you may want to try. As long as it looks like a ring and it's 24" in diameter or smaller, than go for it.

Tickets will be dropped in individual buckets so those wanting you wreath will get your wreath (as opposed to just collecting all of the door prize tickets and pulling them from one large bucket). Because of this, we will have two **Community Choice Awards** for the wreaths that receive the highest number of tickets. It's not a competition, but it may be a nice distinction for those employees, staff or volunteers who make the wreath.



## Wreath Benefactor Guidelines

### Promotion & Registering for a Wreath Benefactor Space

**Promotion:** Please promote your participation and the event through your social media page or other channels, and remember to link our page ([facebook.com/midcoastreefestival](https://www.facebook.com/midcoastreefestival)) for more festival information (hours, pricing, entertainment, food, etc.)

**Registration:** [Registration for wreath benefactors opens on Tuesday, September 3 at noon](#) on the SMMC website ([www.midcoastmaine.com](http://www.midcoastmaine.com)). This will be first come, first serve for reservations as space is limited to the first 20 who register.

### Festival Dates & Hours, Plus Volunteering and Best Contacts to Answer Any Questions

**Festival Hours & Drawing of Winners:** The event will begin with a ribbon-cutting on Friday, November 22, at 4:00 p.m. The special opening night hours will be 4:00 p.m. to 8:00 p.m. Regular hours for the event will be 10:00 a.m. to 6:00 p.m. except for the closing Sunday. The festival will be open 10:00 a.m. to 2:00 p.m. on Sunday, December 1, at which time the raffle portion of the festival will close and tree & wreath winners will be drawn.

**Volunteering & Best Contact:** Additionally, if your organization would like to have your employees volunteer as a group, please let us know. We have a lot of time slots available! If you have any questions, please call Cory at (207) 725-8797 or sign up via e-mail at [executivedirector@midcoastmaine.com](mailto:executivedirector@midcoastmaine.com). Volunteer roles will be outlined soon and shift sign up will be available in September. *Please note: we will be having a required volunteer orientation session prior to the event in early November which we will run on multiple nights to accommodate all that wish to help.*