21st Annual Good Will-Hinckley
FESTIVAL OF TREES

December 9 - 14, 2013

Dear Friend,

Summer is almost here and although it is early to be dreaming of a White Christmas, that's what we are doing as we make plans for this year's **21st Annual Festival of Trees at Good Will-Hinckley**.

For twenty-one years the ***Festival of Trees*** has been a key event for Central Maine. Beautifully decorated, trees with unique designs are the hallmark of this event. Families from many parts of the State will view your creative designs, eager to share their holiday dreams through this respected family tradition. **Your creation will play a big part in that tradition.**

*We are excited to announce that we are **extending** our Festival week to include Santa, our Down Home Dinner on Wednesday evening, Bell Ringers on Friday evening, as well as closing out our Festival with a Craft Fair and Entertainment on Saturday, December 14th.*

We have received numerous requests to decorate trees and our auditorium is only able to support a limited number. Therefore, we are asking that you return your **completed application no later than September 1, 2013.** Though we cannot guarantee everyone a slot, the earlier your application is received the better chance you have of securing your spot.

Enclosed you will find a Designer Application Form as well as the *Festival of Trees* Decorator Guidelines. I will personally be in contact with you throughout the coming months answering any decorating questions you may have. If you have any questions before then please do not hesitate to contact me at 207-631-4030 or by email at bgourley@roadrunner.com.

For questions about the event or to learn about event sponsorship opportunities please contact Heather at 207-238-4280 or by email at hhodgkins@gwh.org.

Thank you and I look forward to working with you to make the *21st Annual Good Will-Hinckley Festival of Trees* a memorable one for both you and our community.

Sincerely,

Barbara Gourley
Decorator Coordinator

GOOD WILL-HINCKLEY
WE CHANGE LIVES.

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DESIGNER APPLICATION FORM

Contact: _____

Group/Organization Name as it should appear on signage: _____

_____

Address: _____

City:_____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **E-Mail:** _____

Theme and Description of your Tree: _____

_____

_____

_____

PLEASE SUBMIT COMPLETED FORM BY
SEPTEMBER 1, 2013

The earlier we receive this, the better chance you have of securing a tree!

SPONSOR INFORMATION: This is NOT a requirement to decorate a tree!

In order to cover event costs and to support our student programs on campus we look to local community members and businesses to sponsor your decorated trees. The cost of a tax deductible tree sponsorship is $275.00. If you have any suggestions as to whom we should approach or have a Tree Sponsor already in place please fill in the information below.

Business/Group/Name: _____

Contact: _____

Address: _____

Phone Number: _____ **Email:** _____

☐ Check enclosed ☐ Please Invoice ☐ Please contact ☐ I have already contacted

Mail, email, or fax your completed form to: Good Will-Hinckley
Attn: Heather Hodgkins
PO Box 159, Hinckley, ME 04944
(t) 207-238-4280 (f) 207-238-4007
(e) hhodgkins@gwh.org

Checks can be made payable to:
Good Will-Hinckley
Please note Festival of Trees on check

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DECORATOR GUIDELINES

In an effort to keep the campus in the holiday spirit, we ask that, if possible, decorators leave their trees up through the holidays. We understand that this is not always an option for everyone and have provided breakdown times before New Year's.

FESTIVAL DATES:

- Monday, December 9 – Saturday, December 14, 2013
- Festival is open to the public: Monday-Friday from 10:00am – 4:00pm, Saturday 9:00am – 3:00pm
- Visits from Santa – *To be announced*
- Down Home Dinner & Lighting of the Trees Ceremony - Wednesday, December 11th
- Craft Fair and Entertainment – Saturday, December 14, 9:00am – 3:00pm

TREE DECORATING:

- Weekdays: November 12 through December 4 between 9am-4pm
- Decorating after regular office hours must be arranged through Heather or Barbara by calling 238-4280 or emailing Heather at hhodgkins@gwh.org
- All trees **must be** decorated by Wednesday, December 4, 2013 at 4pm.
- We ask each tree designer be considerate of their neighbor and use a reasonable amount of space.
- **For safety reasons, the tree must be able to withstand the weight of its decorations without added support**

DECORATIONS:

- Most trees are 7.5' artificial trees however there are a few are 6.5' trees, all provided by Good Will-Hinckley
- Tree should be lighted (steady burning) and decorated to be awe-inspiring to all who come to view
- Minimum of 500-700 lights per tree is recommended
- Tree skirt suggested
- White lights are recommended unless colored lights are better for your theme

TREE BREAKDOWN:

The Bishop Auditorium will be open for breakdown at the following times:
Dates: Monday through Friday between **December 27, 2013** and **January 6, 2014.**
Times: 9am-4pm or by appointment arranged through Heather (207-238-4280 / hhodgkins@gwh.org)

Any questions about tree decorating please contact Barbara at 207-631-4030 or by email at bgourley@roadrunner.com

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