BLACK CREEK
Arts Council
Festival of Trees

2018 Overview .....

Black Creek Arts Council is dedicated to providing guidance and assistance in arts administration, funding, education, and program coordination to arts-based organizations and artists in Darlington County.

The trees and wreaths will be auctioned off by silent auction to raise funds for Black Creek Arts Council's Art Education Program.

> For the last twenty years, Black Creek Arts Council has worked with the community to create and execute programs to enhance arts education of Darlington County students including artist residencies in our schools, student art exhibitions, workshops, educational theater and music performances.

Decorating Days .....

Sunday, November 25 through Thursday, November 29. Open hours will be Sunday, November 25 1-4pm, Tuesday through Thursday 10am-5pm or by appointment.

ALL decorating MUST BE COMPLETED by 5pm on Thursday, November 29.

Sunday, December 2 - 4-6pm We invite designers to join us for boxing up their tree or display after the Festival for buyers to pick up.

Basic Guidelines .....

From traditional to unique, let your creativity soar at the Festival of Trees! We ask our designers to create the most exciting and eye-popping display packages possible. All types of décor sell, but the best selling items are imaginative, lavishly decorated and filled with color and texture.

The festival committee reserves the right to adjust displays as necessary to enhance their salability.

Lights MUST BE NEW. Please ensure that any lights you use are new and are independent of each other so that if one burns out, the rest stay on. There is a limit of three strands plugged into each other. You will be contacted to refresh lights that are not working.

Pricing & Sales .....

Please note that all items will be sold throughout the course of the event to benefit Black Creek Arts Council. Festival of Trees Committee members will set the prices using the retail value you supply for your decorations. Items will remain on display throughout the festival, even if they sell “Buy It Now”. Your contribution is greatly appreciated!

Designer Name(s) & Theme Title .....

Theme Titles should be appropriate for any home or business.
Theme Title Examples: *Garden of Peace & Joy, A Chef’s Dream, Celestial Angels, Ruby Rhapsody*

Theme Title Card: Each designer will be responsible for creating signage with The Theme Title and list of “gifts” that are included. Be creative and make it coordinate with your theme.

Auction .....

All items in the Festival of Trees will be sold by silent auction. During the Friday Night Preview event guests will have a chance to buy trees at the “Buy it Now” price, which will be set at 35% above retail value of the tree or wreath

Location .....

Black Creek Arts Center is located at 116 West College Avenue in Hartsville

Holiday Trees .....

LARGE TREES

- Large trees include any trees over 4.5’ tall
- Trees may be live or artificial.
- All large tree decorations and gifts must have a minimum retail value of $200.
- Floor space for large trees is 6’ X 6’. Additional space must be requested in advance of November 15.

TABLETOP TREES

- Tabletop trees include 2’ and 3’ trees.
- Trees may be live or artificial.
- All tabletop tree decorations and gifts must have a minimum retail value of $100.
- Tabletop trees will have a 2’ x 2’ space available for display. Additional space must be requested in advance of November 15.

LIGHTS

LIGHTS MUST BE NEW. Please ensure that any lights you use are new and are independent of each other so that if one burns out, the rest stay on. It is recommended to use 100 lights per foot (height) of the tree. There is a limit of three strands plugged into each other. You will be contacted to refresh lights that are not working.

DECORATIONS & ORNAMENTS

- ALL Decorations must be **WIRED** onto the tree securely. Floral wire is the best to withstand moving of trees and delivery.
- **Gift Certificates** may be used within a tree display. Gift certificates will be kept in a secure location until the buyer picks up the tree.
- Ornaments with an inserted or slip-on hanging attachment usually found on glass balls should be glued where the two pieces meet so the hanger cannot slip out.
- No loose glitter is allowed.
- Minimum ornament recommendations:

  2’ tree = 40-60 ornaments
  3’ tree = 60-80 ornaments
  4.5’ tree = 120 ornaments
  6.5’ -7.5’ tree = 210 - 300 ornaments

UNDERNEATH

- A tree skirt or appropriate covering for the base of the tree is required. Gift wrapped boxes coordinating with your tree theme enhance the overall look of your tree and appeal.
- Gifts under your tree should compliment your title and theme and are in proportion to its size. Gifts should have an accompanying box for transporting purposes, which you should incorporate into your display under your tree. Gift certificates may not be displayed on the tree, but may be represented with a photo. All gift certificates are due to the Festival of Trees desk by Wednesday, November 28 at Noon.
- ALL items placed under the tree should go with your tree at auction. If there are display pieces you would like back, please mark them clearly and return on Sunday, December 2 between 4:00 and 6:00 p.m. to claim.

FILL EMPTY SPACES

A lavishly decorated tree leaves no empty spaces. A variety of materials can be used to fill empty spaces, cover the tree trunk and add shape to the tree. Suggestions include garland, ribbon, tulle, pinecones, silk flowers, picks, etc...

Wreaths .....

- Wreaths should be a minimum of 24” at their widest point.
- Wreaths may be live or artificial.
- Wreaths should have a minimum value of $50.
- Hooks should be added to the back of your wreath to allow them to be hung in the festival. Place your hanger at the “top” where you would like for it to be hung properly.
- No loose glitter is allowed.
- All decorations should be wired onto the wreath securely.

.....

Designer Checklist:

___**LIGHTS**

___**ORNAMENTS**

___ **FLORAL WIRE**

___ **STEP STOOL OR LADDER**

___ **TREE SKIRT**

___ **TREE TOPPER**

___ **EXTENSION CORD** (Used to connect to festival power)

___ **HOT GLUE GUN** (Used to secure hanging attachments on ornaments)

___ **RIBBON**

___ **THEME/TITLE CARD WITH LIST OF ITEMS/GIFTS INCLUDED**

___ **GIFTS OR GIFT BOXES** (Gifts under the tree are not required, but you should fill the empty space with empty gift boxes or other filler that matches your theme)