Festival of Trees Guidelines

Thank you for being a tree donor!

Reading Education Foundation appreciates your support.

***Tree Requirements***

* + Must be artificial
  + Must have lights
  + Can be tabletop size to a full size tree, no larger than 11 feet tall
  + A tree skirt is recommended (can use a blanket or tablecloth)
  + Does not have to be a “tree” (we’ve had paper, bookcases and hockey stick trees)
  + Cannot contain alcohol but can be a gift certificate to a place that sells alcohol
* If you have the box your tree came in, please bring the box with you at drop off. Please label the box with the donor name. Winners appreciate the box to carry their tree home.
* If your tree includes gift cards, please make a copy of each to hang on the tree or a sign listing the gift cards included with the tree. All gift cards should be placed in one envelope labeled with the tree donor name and given to FOT staff at check in. Live gift cards cannot be displayed on a tree.
* Some trees are prepared using generous donations from our community (e.g., school or sports team trees). If your requests exceeded expectations, please consider a direct donation to REF with any surplus funds. All direct donations are used to fund REF grants in support of Reading Public Schools.

***Tree Drop Off***

All trees must be dropped off on **Friday, December 6th** at Parker Middle School from 3pm - 6pm. When dropping your tree, you will be given a pre-printed tree tag with your tree name and the donor name. **Prior to tree drop off, we will also request the value of your tree for our records. The value of the tree is not published or placed on the tree.** We request all information (tree/donor names) be received by **December 4th** for inclusion in our virtual program and the printing of the tree tags.

Volunteers will be available to help unload your car when you arrive at Parker. After you check in, please proceed to the cafeteria to set up your tree. On Friday evening, once all the trees are set up, REF volunteers will move them around based upon size and design and create pathways for our guests. We will then safely run our own extension cords. You may test your tree lights but please do not leave your tree plugged in.

***Free Admission/Advance Raffle Sales***

Donors are entitled to free entry into the Festival of Trees. We offer free admission (good for individual or family) with each donated tree. We encourage you to use our advance sales option for obtaining a personal raffle number and processing your free admission. When completing the advance sales form there is a box for tree donor entry and when you select that box the cost is listed as $0. Advance sales are managed through our website, [**readingef.org**](https://readingef.org/ref/)**.** You can pre-order raffle tickets and we will print the numbers on the back of the raffle ticket. During the event you can always use your assigned personal raffle number to purchase more tickets. Advance sales run from November 2nd – December 4th.

Please direct all emails to [**readingfot@gmail.com**](mailto:readingfot@gmail.com). Thank you again for donating to REF’s Festival of Trees! Please like our event on Facebook and share information regarding the event with friends. This is the 22nd year REF has produced the Festival of Trees and the continued generosity and creativity of tree donors allows the event to succeed.

