



# PJHS Treetop Festival

The Treetop Festival is a raffle of decorated faux Christmas trees and wreaths which have been donated by businesses, families, individuals, teams, and organizations. The event will be held at Pope John from November 16-18, 2018. Family friendly events will be held all day on Saturday, November 17th. Winning tickets will be drawn on Sunday, November 18th beginning at 4 pm and winners need not be present. All trees should be picked up by Monday, November 19th from 9 am—4 pm. If winners choose, they may, and are responsible for, taking the decorations off of their winning tree.

## Registering a tree donation

- \* Space is limited and available on a first come, first served basis
- \* Please be sure to submit your form before **November 8th**. Be sure to include the name or theme you have chosen for your tree and be sure to fill out the description area of the tree donor form completely. This description will help us with placement of your tree as well as provide information to be placed near your tree to share with the guests about the inspiration for your tree. You may scan and email your form to Kelleyrobin Mulvihill, director of advancement, to [kmulvihill@popejohnhs.org](mailto:kmulvihill@popejohnhs.org). Or send a hard copy to her attention at Pope John High School, Treetop Festival, 888 Broadway, Everett, MA 02149
- \* There is not an entry fee. Simply provide us with a completely decorated tree with stand, skirt, topper and lights.
- \* With a completed tree, you are entitled to submit an ad for the program book. Mini tree donations will be allocated with a business card sized ad. Trees 5 ft or taller will be allocated 1/2 page ad in the program. You may email a .jpeg of your ad to [kmulvihill@popejohnhs.org](mailto:kmulvihill@popejohnhs.org) or attach a business card to your tree donation form.

## Tree Rules & Guidelines

- \* Trees must be artificial (pre-lit if possible)
- \* If you are placing lights on your unlit tree, be sure all lights are new with UL listing. Suggested: 3 strands of 100 lights/strand per extension cord, or 4 strands of 50 lights/strand per extension cord. Be sure to be following the instructions included with the lights. If using pre-lit trees, do not add additional lights.
- \* All decorations must be non-flammable or fire proofed. Crafted and store bought decorations can be enhanced to suit your theme. Edible ornaments are prohibited. Cookies, candy or similar should be shellacked or sealed.
- \* Furnish with a tree skirt. If using batting as a tree skirt, fire retardant batting must be used.
- \* Your tree may be viewed from all angles, so be sure it is fully decorated and with enough decoration that the theme is easily recognizable.
- \* Allow yourself sufficient time to both assemble the tree and decorate it. Trees will not be set up on Thursday, November 15th after 4 pm until 8 pm. You must send notice if this timeframe does not work for you.
- \* If you are going to need them, bring scissors, florist wire, step stool or ladder etc. Be sure your name is on anything you need to work with.
- \* All trees must be set by 8 pm on November 15th.

## Tree Themes

- \* The theme of the tree is completely up to you. Please be as creative and imaginative as you can. Use this opportunity to honor someone or something, advertise your business, or simply play with an idea.
- \* Examples of themes may be: Disney, sports teams, holiday, historical, reading/books/movies., board games, beer/wine, fishing, Lego/Barbie/toy theme, health/fitness, restaurants/food (Italian, Mexican, Pubs, Asian), vacation destinations, crafts, etc
- \* Incorporate your product or service into your theme to gain maximum exposure. Please use judgement in good taste about appropriate decor
- \* Your business information may be placed near your tree/wreath



## Additional reminders:

- \* Live trees **will not** be accepted at the Treetop Festival
- \* Trees featuring medication, tobacco, or other inappropriate adult content will not be welcome.
- \* Advertising of inappropriate ads or material will not be accepted.
- \* Water ornaments, globes or other water features can not be accommodated.
- \* Perishable or edible food items on the tree (with the exception of candy canes or shellacked items) cannot be part of your display.
- \* Walls or barriers surrounding your tree cannot be a part of your display or provide an obstruction.
- \* Inflatable or lawn ornaments cannot be accommodated.
- \* Adhesives or anything else that sticks to the floor or walls.
- \* Ornaments and decorations should be secured to the tree with wire or ornament hangers provided by the tree donor/decorator so they remain in place. Be mindful that the tree may need to be moved, so the ornaments need to be secure.
- \* Please deliver the original box for the tree with your donation so the winner may take the tree apart and move with the box.
- \* If you are including items of value: gift cards, lottery tickets, or event tickets as part of your tree, please make a copy of these items for display purposes and submit the actual cards or tickets to the volunteers at check in to be awarded with your tree.
- \* All donated trees will be raffled as part of this fundraiser:
  1. After the completion of the festival and because they become the property of Pope John XXIII High School. They will be raffled at 4:15 pm on Sunday, November 18th. This includes all items under and around the trees.
  2. Do not include any items you want returned. All items accompanying the trees will be awarded to the winner of each tree.
- \* The volunteers working at tree set up will provide you with information about the location of your tree when you arrive to set up your display. In addition, they will review your tree to ensure it complies with the rules as outlined in this information.
- \* We will welcome 10 wreath entries this year as part of our inaugural Treetop Festival.
- \* Pope John XXIII High School will provide each tree with an 8x10 acrylic frame with the name of the tree and information about the donor, the decorators, and the name of the business, if appropriate for display.
- \* Trees come in a variety of sizes, please be specific for placement. They should not exceed 10'6".
- \* All donors will be listed on the Pope John XXIII High School website at popejohnhs.org as well as on our social media pages on Facebook and Twitter.
- \* Checks may be made to Pope John XXIII High School.  
Any gifts may be mailed to PJHS, Treetop Festival, 888 Broadway, Everett, MA 02149
- \* Door prizes, baskets, secret santa prizes, and other stand alone gifts are also welcome and will be part of the door prize raffle for each day of the event.

**Thank you for your generosity!**

Pope John XXIII High School is a 501c3 charitable organization. Your gift in kind or program sponsorship may be tax deductible. Proceeds from the Treetop festival benefit student programs at Pope John XXIII High School

*Note: Internal Revenue Service guidelines require us to state that no goods or services were provided in exchange for this donation. Please keep this written information and your donation for your tax record. Tax ID #56-2438626*