

**2017 Breakfast with Santa  
Saturday, November 18  
Marriott, Norfolk**

*Tree Designer's  
Handbook*



A project of  
The King's Daughters  
To Benefit

 **Children's Hospital  
of The King's Daughters**

# Hello Experienced & New Tree Designers!

Thank you, for volunteering as a Tree Designer in support of Breakfast with Santa 2017! The Breakfast with Santa (BWS) Committee is looking forward to this year's event which will again be held at the Norfolk Marriott, on Saturday, Nov 18<sup>th</sup>. We will be on the 3<sup>rd</sup> floor which is great for tree delivery!

## Themes

Start with your theme! Creativity is strongly encouraged! Think fun, family, glitter, shimmer, and sparkle. Here are some fun theme ideas from A-Z:

All Around Town, Birds, Cats, Dogs, Entertainment, Furry Friends, Golf, H, Ice Skating, Jump for Joy, Kick off the New Year, Love the Holidays, Movie night, Norfolk, Ocean fun, Pizza Puzzle Night, Quite Little Baby, Runners Delight, Stars, The Princess Tree, Under the Mistletoe, Vintage, Wine, Xtra Special Holiday, Yoga, Zoo

## Tree Designer Form

Once you have a theme please, submit your Tree Designer Form to the KD office. Important to note, themes will be awarded on a "first come, first serve" basis. ***We hope to be able to post early theme submissions to this website and to the BWS Facebook Page!***

## Lights

All lights must be new and UL approved. Bright lights are attractive! Suggest using 100 lights per foot of tree height. Connect only three strings at a time into one outlet on your power source.

## Ornaments

The following is the suggested quantity of ornaments to use when decorating your tree:

3 foot tree: about 35-50 ornaments

4 foot tree: about 50-75 ornaments

6 foot tree: about 175-275 ornaments

Please, adhere to the following:

No fresh fruits, berries, flowers, or unwrapped food items.

Ornaments must be wired to the tree

## Decorating

Trees should be decorated inside, outside, and all around. People will be viewing your tree from **every** angle. Hot glue or wire work for attaching ornaments to the tree. To add fullness to your tree try adding colored raffia, tulle (fabric stores carry iridescent and a variety of colors), or clusters of branches or

berries bathed in glitter as fillers in empty spots. As a finishing detail, try to include a tree skirted or drape.

***If you are decorating your tree at home please, share pictures with us! We will post the details as you provide them to the office.***

### **Gifts Under the Tree**

***Trees do not have to include gifts. If gifts are included under the tree please, submit a detailed list for display with your tree!*** Try to be as clear and precise as possible.

**Gift certificates and jewelry will be held at check out.** These items need to be submitted at "Designer Check-In" in an envelope or gift bag. Please ensure the envelope or bag is clearly labeled with tree name and designer.

Please bring all original boxing and packaging for the gifts with the tree! Extra boxes are welcomed and always needed.

### **Tree Set up**

The BWS committee reserves the right to organize the display of all trees.

### **Parking and loading**

***You may unload your car in the parking garage on the 3rd level.*** You must remove your car from the entrance ramp once all your items have been unloaded. If you have a small cart you can carry your items on, that is recommended. Where needed, carts will be available to assist with unloading.

### **Opening Bid/Buy It Now:**

The opening bid is determined by the retail value of the tree as indicated on the Designer Description Form. The value on the tree is confidential to you and the BWS Committee. It is used only as a guide for determining the opening bid and "buy it now" price. Bidders will have the option to forgo the auction process and choose the "Buy It Now" option to purchase the trees.

### **Tree Delivery:**

6 foot trees will be delivered to the buyers by the CHKD Thrift Store workers. All other trees (with accompanying gifts) should be taken home by the purchaser.

Thanks for giving all your talent and effort. If you have any questions, please feel free to contact us at [tparker975@aol.com](mailto:tparker975@aol.com).

Terry Parker and Laura Calvert, BWS Silent Auction Chairs

