

**2019 Breakfast with Santa
Saturday, November 16
The Westin, Town Center
Virginia Beach**

*Tree Designer's
Handbook*



A project of
The King's Daughters
To Benefit



Hello Experienced & New Tree Designers!

Thank you, for volunteering as a Tree Designer in support of Breakfast with Santa 2019! The Breakfast with Santa (BWS) Committee is looking forward to this year's event which will be held at The Westin, Town Center, Virginia Beach on Saturday, Nov 16th. We will be on the 2nd 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 Westin parking garage or in the loading zone out front of The Westin. You must remove your car from any loading zone 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.

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.

Terry Parker and Laura Calvert, BWS Silent Auction Chairs



2019 Tree Designer Description Form

The following information will be used to create your tree's sign & bid sheet:
PLEASE PRINT CLEARLY

Tree Title: _____

Tree Size: (circle one) 3 foot 4 foot 6 foot

Designer Name: _____

Company Sponsor: (circle one) Yes / No

○ If Yes please, provide Company Name: _____

Circle Sponsored Tree: (circle one) Yes / No

○ If Yes please, provide Circle Name: _____

Gifts under the tree Yes / No

○ **NEW** this year if you have gifts for under the tree we ask that you create the list for display with your tree.

○ Estimated retail value of tree: _____

Contact Name: _____

Phone: _____

Email Address: _____

Street Address: _____

City, State, Zip: _____

Mail: The King's Daughters Office, BWS 2019 Tree Designer
601 Children's Lane, 2nd Floor Norfolk, VA 23507

Email: info@kingsdaughters.org **Subject Line:** BWS Tree Designer Agreement Form

Fax: 757.668.8907 **Attn:** BWS Tree Designer Agreement Form

Phone: 757.668.8909