



The Enchanted Forest Gingerbread House Donor's Packet

Thank you for participating in The Enchanted Forest. This year, The Enchanted Forest will be held on Thursday, November 16th through Saturday, November 18th at Christ Church, 254 E Putnam Avenue, Greenwich.

This packet will provide you with information you will need to ensure your gingerbread house is ready.

The packet contains the following:

1. Electronic Donor Form: For your convenience, we have created an interactive donor form online. Visit 501auctions.com/jlg/itemdonor to submit your form.
*** This electronic donor form must be completed so we can provide you with a tax receipt and publish your name and the name of your gingerbread house in our materials. Deadline to submit this form is Monday, November 13th.*
 2. Drop-Off Instructions: This page provides details on the logistics for delivering your completed gingerbread house to Christ Church on **Thursday, November 16th from 9:30am-3pm.**
***Your decorated gingerbread house must be finished by 3pm on Thursday, November 16th to remain a part of The Enchanted Forest.*
1. Judging Categories: This page provides the list of categories for which prizes will be awarded to gingerbread houses. We hope that seeing the categories will help to inspire your theme.
 2. Weekend Overview: A brief schedule of events over the weekend so you understand when your gingerbread house will be viewed.

Thank you for your generosity in helping to make The Enchanted Forest is one of our most popular and successful community fundraisers. Please contact me if you have any questions on logistics or themes. Have fun decorating and we look forward to seeing your creations!

Sincerely,

Shannon Zakka
Vice Chair, The Enchanted Forest
TEF2017TreesandGB@gmail.com



The Enchanted Forest Gingerbread Drop-Off Instructions

The following is information about dropping off your decorated gingerbread house:

Deliver your completed gingerbread house to Christ Church on **Thursday, November 16th from 9:30am-3pm.**

**** Any house received after 3pm on November 16th will not be accepted.**

Address for Gingerbread Drop-Off

Christ Church Greenwich

254 E. Putnam Avenue

Greenwich, CT 06830

When you arrive at Christ Church, please park in the Christ Church parking lot and come inside to the TEF Gingerbread Check-In Desk. We will help you move your gingerbread creation into its assigned locations.



The Enchanted Forest Gingerbread Judging Categories

Category	Donor Type
Best JLG House	Junior League of Greenwich Member or Committee
Honorable Mention (5 winners)	All
Best in Show Kids	Children
Most Creative	All
Most Beautiful	Professional
Best in Show	All
Best Local Business	Commercial
Best Holiday Theme	Children



The Enchanted Forest Weekend Overview

The following is a preliminary list of what will be happening at The Enchanted Forest:

Thursday, November 16th

9:30am-12pm Set for Trees, Gingerbread, Wreaths and Boutique. All Tree, Gingerbread, and Wreath items must be set-up completely by 3pm on this day – NO EXCEPTIONS.

Thursday, November 16th

6pm-9pm Thursday Night 'Sneak Peek' – an evening event where the public comes to browse and shop in the holiday boutique. Hor's d'oeuvres, cocktails and wine will be served.

6pm-9pm Trees and Gingerbread Houses will be available for viewing only. Bidding on these items will begin on Friday at 9am. ALL items will be labeled as Buy It Now and are available for on-the-spot purchase (but must remain on display throughout the weekend and can be picked up Saturday November 18th between 5pm-7pm).

Friday, November 17th

9am-5:30pm The Enchanted Forest is open to the public. Events and activities include:

- Vendor Boutique for holiday shopping
- Trees, Gingerbread Houses and Wreaths available for bidding
- Children's Performance – ongoing
- Photos with Santa
- Gingerbread House Workshops
- The Children's Giving Shop – a place where children can shop for loved ones

9am Senior Breakfast - serving senior citizens in our community at the historical Tomes-Higgins House.

5:30pm The Enchanted Forest closes and set-up for the evening cocktail party begins.

7pm Friday Night Soiree

- Cocktails & Hor's d'oeuvres
- Dancing



Saturday, November 18th

- 9am-5pm The Enchanted Forest is open to the public. Events and activities include:
- Vendor Boutique for Holiday shopping
 - Trees, Gingerbread Houses and Wreaths available for bidding
 - Children's Performance - ongoing
 - Photos with Santa
 - Gingerbread House Workshops
 - The Children's Giving Shop – a place where children can shop for loved ones
- 9am-10am Breakfast with Santa - join Santa for a delicious buffet breakfast, holiday caroling, crafts, and live entertainment. *Does NOT include TEF admission. TEF admission must be paid in addition to the price of the Breakfast with Santa ticket.*
- 1-2pm Children's Holiday Lunch – this is a holiday-themed lunch event for children and will include holiday characters as well as music and activities. *Does NOT include TEF admission. TEF admission must be paid in addition to the price of the Children's Holiday Lunch ticket.*
- 4pm Bidding on all remaining Trees, Gingerbread Houses, Wreaths closes.
- 5pm The Enchanted Forest closes.