



The Enchanted Forest Tree Decorator'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 the information you will need to ensure your tree is ready.

The packet contains the following:

1. Decorator Instructions: This page provides details on the logistics for decorating your tree. Smaller trees (4-5') may be decorated off-site in advance or on-site on **Thursday, November 16th from 9:30am-3pm**. *Your decorated tree must be finished by 3pm on Thursday, November 16th to remain a part of The Enchanted Forest.*

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 tree in our materials. Deadline to submit this form is Monday, November 13th.*

2. Judging Categories: This page provides the list of categories for which prizes will be awarded to trees. We hope that seeing the categories will help to inspire your theme.
3. Weekend Overview: A brief schedule of events over the weekend so you understand when your tree will be viewed.
4. Sample Supply List: This list gives examples of tools and materials you may wish to bring with you if you will be decorating your tree on-site at Christ Church.

Thank you for your generosity to make The Enchanted Forest one of our most popular and successful community fundraisers. Please contact us 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 Tree Decorator's Instructions

The following is information about picking up and decorating your tree:

1) Small trees (4-5') have two decorating options:

a. Pick up the tree from the Junior League of Greenwich at one of the times below, decorate it at your home or business, and then deliver it to Christ Church on **Thursday, November 16th from 9:30am-3pm.**

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

- Pick up tree on Wednesday, November 1st from 5pm-7pm
- Pick up tree on Monday through Friday, October 30th – November 3rd from 9am-2pm

b. Or, we will deliver your undecorated tree to Christ Church in Greenwich for you to decorate on-site on **Thursday, November 16th from 9:30am-3pm.**

*** Any tree not decorated by 3pm on November 16th will not be accepted.*

c. Medium and Large trees (6.5' and 7.5') may be decorated on-site at Christ Church on **Thursday, November 16th from 9:30am-3pm.** We will deliver your undecorated tree to Christ Church.

*** Any tree not decorated by 3pm on November 16th will not be accepted.*

Address for Tree Pick-Up
Junior League of Greenwich
231 East Putnam Avenue
Greenwich, CT 06830

Address for Tree Drop-Off and On-Site Decorating
Christ Church
254 E. Putnam Avenue
Greenwich, CT 06830

When you arrive at the Christ Church, please park in the Christ Church parking lot and come inside to the TEF Trees Check-In Desk. We will direct you to your assigned tree location. For those decorating trees on-site, the trees will be set-up and someone will assist you in locating your tree. Please remember to bring all necessary decorating supplies with you (e.g., scissors, glue guns, wire, etc.) as those items will not be provided. These trees are pre-lit with white lights; if you would like colored lights, you may add them to the tree as well.

If you are including gift cards, gift certificates or tickets on your tree, please remember to give them to us at TEF Trees Check-In so we can secure them.



The Enchanted Forest Trees Judging Categories

Category	Donor Type
Most Festive	All
Most Original	All
Best Community Group Entry	Non-Profit/Community
Best Merchant Entry	Commercial
Best Decorator/Floral Designer	Professional
Best Junior League of Greenwich Entry	Junior League of Greenwich Member or Committee
Best School Tree	Children
Best Youth Group Tree	Children
Honorable Mention	All
Honorable Mention	All



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 up 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 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 Performances - 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 Performances – 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 Childrens' 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.



The Enchanted Forest Trees Decorator's Sample Supply List

- Gardening Gloves
- Ornament Hangers
- Green Wire (Florist Wire)
- Tape
- Glue Gun and Glue Sticks
- Scissors
- Pliers
- Wire Cutters