



*A benefit to raise funds for three nonprofit mental health agencies:
Family Solutions, Kairos, and Options for Southern Oregon*

Silent Auction Holiday Decor Guidelines

Small Tree, Stocking, Wreath, Swag

WELCOME to the Rogue Winterfest! For those of you who have designed in the past and for those of you who are designing for the first time, welcome. Designing unique/special items for the Silent Auction is a fun and creative experience. We know that without your artistic gifts this venture would not be the signature event that it has become. Thank you for all your talent, inspiration, hard work, and commitment! We are happy to have you on our team.

SMALL TREE REQUIREMENTS

- **Height cannot exceed 5 feet (including topper) & minimum value of \$100.**
- All trees must have lights.
- All trees must have a skirt or stand covering.
- All decorations must be glued or zip-tied to the tree.
- Do not include additional décor items with the tree.
- **No edible food items allowed on trees.**
- **If you add additional lighting elements to your tree, please provide written power instructions to the Event Coordinator.**

STOCKING REQUIREMENTS

- Decorations should be of high-quality and enhance the overall value of the stocking.
- Stockings should have a minimum value of \$50.
- Stockings can be handmade, or store bought and embellished.
- **All stocking gifts must fit inside the stocking.**
- ***Any food items must be manufacturer sealed***

WREATH/SWAG REQUIREMENTS

- Wreath/swag should have a minimum value of \$50.
- Wreath/swag can be either handmade with traditional greens, vines, ornaments, pinecones, or store bought and embellished.
- Glue or zip-tie all decorations to the wreath/swag.
- No edible food items.

For each Holiday Decor submission, please complete a Silent Auction form and include:

- Title of holiday décor
- Full description of the decoration
- Decoration type
- Additional lighting instructions
- Value
- **Form must be emailed to Katelyn Sanderson at ksanderson@kairosnw.org by November 1, 2023.**

Please contact Katelyn Sanderson at (541) 751-3285 or ksanderson@kairosnw.org to schedule delivery of items.

Many thanks for sharing your time and creative gifts with the Rogue Winterfest! This event will provide vital funding for the three benefitting mental health agencies: **Family Solutions, Kairos, and Options for Southern Oregon.**

Sincerely,

A handwritten signature in blue ink that reads "Katelyn Sanderson".

Rogue Winterfest Silent Auction Chair
541-751-3285
ksanderson@kairosnw.org