

ROGUE Winterfest

DESIGNER GUIDELINES 2024

Welcome

Designing a tree for Rogue Winterfest is a fun and creative experience. Your artistic gifts and generosity make this the signature event it has become. THANK YOU for all your talent, inspiration, hard work, valuable time, and commitment. We are so grateful to have you on the team!!

PLANNING YOUR DESIGN

Themes

The first step in designing your tree is selecting a theme. The main reason this is so important is that you will want to let the Rogue Winterfest planner know your theme/plan as soon as possible to avoid any duplication. If you are working on a theme with a design sponsor, make sure you connect with them about your ideas. Some design sponsors may want you to work around a theme they have in mind, and some are happy to work with your ideas.

Unique themes are welcome but will need to be considered and confirmed by the Rogue Winterfest Steering Committee first. Rogue Winterfest aims to ensure that each theme does not conflict with the benefitting mental health organizations' mission and that it contributes to a wide range of distinctive themes and designs.

PLEASE NOTE: Whatever is on, or under your tree, goes with the tree at auction time. This includes anything that is used to elevate the tree, backdrops, underlayment, etc. NO EXCEPTIONS! Do not use anything on or under the tree that you may want back!

Inspiration

- Special holiday songs or stories
- Favorite decorations
- Family traditions
- Other cultures or countries
- Favorite hobbies, collections, or toys
- Contemporary or old fashion

Find what interests you and create your ideas around that theme with decorations and color.

GET IN TOUCH

Amy Webb | Event Planner
Katelyn Waites | Event Coordinator

amy.roguewinterfest@gmail.com
kwaites@kairosnw.org

541.236.2128
541.751.3285

TREE REQUIREMENTS

Rogue Winterfest will provide each designer with a 7 1/2 ft pre-lit, artificial tree.

Decorations

- Decorations should be high quality and add to the value of the tree.
- No edible food items should be used on the tree itself. Food items may be placed under the tree, they must be in the original packaging to prevent spoilage or damage.
- If you use ornaments with spring hangers, you will need to hot glue the hanger to the ornament to ensure they stay attached to the tree during transport. We highly recommend gluing in advance.
- You are required to wire, zip-tie, or glue all your decorations to the tree. Trees will be moved for delivery at the end of the event and may break if they are not securely fastened.
- Trees must be decorated on all sides for viewing.
- Backdrops are optional. If you create one, it will need to be freestanding or capable to hang from the pipe and drape we install using safety or straight pins only. Please let us know ahead of time so we can place you in the room accordingly.
- **NO ADDED FLOCKING.** Only trees that have been pre-flocked by the manufacturer will be allowed.

Tree Toppers

- Consider the height, weight, and width of your tree topper for ease of transport.
- Oversized toppers that make the tree higher than 8ft need to be created as a separate piece that can be removed for transport. We suggest using PVC pipe, a wooden dowel, or a piece of rebar with zip ties or heavy wire. **PLEASE NOTE:** You will be required to come back on moving day to remove the topper for transport.

Tree Stands

- Rogue Winterfest provides a substantial tree stand made with plywood, rebar, and pipe to ensure stability.
- No rotating tree stands are allowed.
- When you receive your tree on designer day it will already be secured to its stand. If you pick up your tree before designer day you will be given a stand to use and you will be responsible for securing it with zip ties.



Tree Lighting

We order the trees pre-lit. If you choose to add more lighting **PLEASE READ THESE GUIDELINES:**

- Only UL-approved lights are allowed.
- Avoid using extra-long strands.
- Only string together the recommended manufactured number of strands.
- Lights **MUST BE WIRED** to the tree including the excess cords to the tree trunk.
- Test all lighting strands before placing them on the tree.
- Remove all the extra bulbs, put them in a Ziplock bag, and tape them to the power cord.
- There is a limited number of outlets at the Bear Hotel. Each tree will be provided with one outlet. If you need to plug in anything additional you will need to include a power strip with your tree.



Under The Tree

- Every tree must have a tree skirt or something to cover the tree stand completely.
- Decorating the floor with carpet, fabrics, or otherwise can add to the overall look of the tree.
- Safely elevating your tree with a platform or sturdy box can help make more space for items being placed under the tree and add grandeur to the overall design.
- We HIGHLY ENCOURAGE including additional items under the tree to increase the value and enhance your theme. It really helps raise the auction value. We have donation forms available for taxes purposes when asking for donations for the items under the tree.
- High-value items need to be securely tucked away under the tree.
- Gift certificates need to be in a manilla envelope and given to the event planner on decorating day.
- You will have a 5'x5' space to work within. It is important to tape this out in your workspace to have a better idea of what that looks like. If you receive a large scale or a large number of items please reach out to us ahead of time to discuss options.

Decorating Days

- If you do not request your tree in advance, a selection of trees will be available to choose from when you arrive.
- We will have your space taped out and there will be a sign with your name on it. Please be mindful to stay within your taped-off area.
- If you have picked up your tree ahead of time to decorate, we ask that you deliver it to the Bear Hotel ahead of time.
- IMPORTANT NOTE: Team leaders and up to four helpers are the only people that should be in the room. Additional family, friends, guests, kids, and pets are not allowed during this time.

Reimbursements

- A maximum of \$300 can be reimbursed to cover design costs.
- You must provide all your receipts organized, itemized, stapled, and totaled in an envelope with your name and mailing address.
- Receipts cannot be handmade.
- MUST BE SUBMITTED on decorating day.
- Please allow 2 weeks for processing.

Decorating Days

- Rogue Winterfest will provide a tree sign that stands next to your tree showing: Tree Title, Tree Sponsor, Design Sponsor, and Designer/s.
- You may choose to provide your own additional signage to place under your tree. This signage can list the valuable or featured items on and under your tree to increase interest from bidders and credit any donors.
- If you decide to create additional signage please use a large font to make it easy to read from a distance. It is great if the sign is designed to fit within your theme. Bullet lists work best.

Auction Program

- Tree descriptions for the auction program are due on November 1, 2024.
- Please provide us with a concise, organized bullet list of all the featured items on and under your tree and their values. Also, include a maximum 50-word description of your tree/theme with any additional information that you think would interest the bidders. As we get closer, we will send out an example from previous years.

Dates and Deadlines

All events are held at Evergreen Federal Bank's Bear Hotel, 2101 NE Spalding Ave., Grants Pass, OR 97526

Tree descriptions due	Fri, Nov 1 by end of the day
Load in for designers that have their tree decorated in advance	Mon, Nov 25 11am - 1pm
Load in & decorating for all designers	Mon, Nov 25, 1pm - 7 pm and Tues, Nov 26, 9 am - 5 pm
Turn in your receipts for reimbursement	On Decorating Day - Nov 25 & 26
Virtual Silent Auction	Tues, Dec 3 at 10am - Sun, Dec 8 at 7pm
Preview Party (invite only)	Tues, Dec 3, 4pm - 8pm
Gala & Grand Auction	Thurs, Dec 5, 5pm - 9pm
Weekend Holiday Events	Dec 7 & 8, 10am - 5pm
Load out - Oversized tree topper removal by designer	Mon, Dec 9, 9am - Noon

Please stay in touch throughout this process and let us know how we can be helpful to you and answer our questions. Please refrain from contacting the Bear Hotel or Evergreen staff with any questions. Our goal is to help you enjoy the Rogue Winterfest experience and to keep you updated and informed.

*Warm Regards,
Amy and Katelyn*

Amy Webb, Event Planner

541.236.2128

amy.roguewinterfest@gmail.com

1750 Nebraska Ave., Bldg A, Grants Pass, OR 97527

Katelyn Waites, Event Coordinator

541.751.3285

kwaites@kairosnw.org

1750 Nebraska Ave., Bldg A, Grants Pass, OR 97527

DESIGNER AGREEMENT

Please initial each line to accept and sign at the bottom

- The designer agrees to follow the procedures and requirements for decorating a tree outlined in the Rogue Winterfest 2024 Designer Guidelines.
- No edible food items will be incorporated into the tree design or on the tree itself. Food items may be placed under the tree as gifts, but they must be in their original manufacturer's sealed packaging.
- No rotating tree stands are allowed.
- No money from the sponsor is meant to go to a designer for their tree. Sponsorship money goes directly to the Rogue Winterfest event.
- All items on and under your tree and within your space will go with the tree when sold.
- If you choose to receive your tree in advance, you must secure all sections of your tree together (including the stand) with wire, self-tapping drywall screws, or glue to ensure stability when moving. Care is needed to do this and avoid issues with wiring.
- All ornaments will be secured to the tree, and all ornament hangers will be tied to their ornaments with hot glue or wire.
- If your tree is decorated in advance, do not ask Gates Home Furnishings to transport it to the Bear Hotel. They already give so much time to Rogue Winterfest that we try not to overextend them.
- High-value items must be securely tucked away under the tree, and gift certificates must be in a manilla envelope and given to the event planner on decorating day.

Signature _____ Date _____

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone | Cell _____ Email _____

Preferred contact method: Phone call Email Text

When complete please send to amy.roguewinterfest@gmail.com