



35th Annual Festival of Trees Live Auction Item Entry Form



Teddy Bear Tea • Tuesday, November 28, 2023
Festival of Trees • Thursday, November 30, 2023

Live Auction Entry Form Due: **Friday, November 3, 2023,**
however, Live Auction may fill to capacity (25) sooner;
Live Auction spaces are available on a first-come first-serve basis

Tree set up: **Monday, November 27, 2023 | 9:00 am – 6:00 pm** at Best Western Downtown | 123 W. E Street

Thank you for your interest in donating an item for the Festival of Trees Live Auction! For the Live Auction, themed trees, experience packages, and other large items decorated with a holiday theme will be accepted. No more than 25 Live Auction items will be accepted for this year's Festival of Trees, so be sure to get your form in as soon as possible to ensure your spot in this feature event! Live Auction items typically sell for \$1,500 and up, so keep this in mind as you are planning your entry. Specifications for trees are below. Experience packages should include a variety of items for the bidder, and may include tickets, accommodations, experiences with a celebrity, to name just a few.

Specifications For Trees

Every Tree should have:

- Lights
- Tree Skirt
- Tree Stand
- Extension Cord

Sizes:

- Large trees must be between five feet (5') and seven- and one-half feet (7.5') tall.
- Tabletop trees must be between three feet (3') and four feet (4') tall.

Other:

- Please be sure trees are in good shape and will be able to be moved.
- All lights are new and in working order. We recommend at least two strands of lights (35-50 per strand) for each foot of tree. Attach any replacement bulbs to the tree skirt.
- Fuller trees sell better! We recommend 20 filler ornaments for every 2 feet of tree.
- All lights and decorations must be **WIRED** to the tree with florist wire. Glue the ornament hanger to the ornament. This will enable the tree to be moved and delivered. Please feel free to be creative (adding packages, gifts, and toys underneath the tree).

Live Auction Donation Incentives:

- We appreciate the time, effort and financial commitment decorating a tree takes. For choosing to donate a tree or other Live Auction item, we would like to offer you the following.
 - a. Company Logo/Name listed on Special Olympics Wyoming's website.
 - b. Company thanked and featured on Special Olympics Wyoming's social media.
 - c. Two tickets to the event.

*****Each company or group entering a tree will personally decorate their tree or other Live Auction item.***

Please return form to Special Olympics Wyoming | 239 W. 1st St | Casper, WY, 82601 or
Contact Madi Miller, Vice President of Development | Development@SpecialOlympicsWY.org | 307.235.3062

Business: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Phone #: _____ Email: _____

Tree/Item Theme: _____ Approx. Value: _____

Large Tree Tabletop Tree Large Item Experience Package

Signature: _____