

**Knights of Columbus Ladies Auxiliary
2010 Christmas Tree & Wreath Silent Auction**

Designer's Manual

Information "criteria" for the 2010 Christmas Tree & Wreath Silent Auction on October 23, 2010

Tree & Wreath Material

All trees/wreaths must be artificial. All tree/wreath and materials must be fireproof. Electrical lights, if they are used must be the miniature type. Baby's breath, broom bloom and many other dried floral filler enhances the tree/wreath and give it a professional look. Any dried materials or non-treated fabrics must be treated/sprayed with fire retardant. (Available at full-service hardware stores.)

Tree Size

The tree should not exceed 4 ft. (48 inches) in height.

Wreath Size and Design

The wreath can be any size and any holiday design (Easter, 4th of July, Halloween or Christmas, etc.).

Bags and Tree & Wreath Stands

All trees must be in sturdy stand and easy to transport. After the auction, your tree or wreath will be wrapped and picked up, so a tree bag (large garbage bag) must be included in order to insure ease in transporting your donation.

If your wreath needs to be stood upright for display please provide a stand. We will hold the stand for pickup later if not included in donation.

Decorations and Ornaments

Suggested Themes:

Traditional/Elegant Fantasy Sports Southwestern/Western
Children's Religious Nature Entertainment
Ethnic Hobbies Tropical Seasons

All ornaments/decorations SHOULD be wired onto the tree/wreath with floral wire. All ornaments with an inserted or slip-on hanging attachment must be glued where the two pieces meet so that the "hanger" cannot slip off.

Pine cones, bows and other items must also be wired securely to the tree/wreath.

Use decoration of high quality, as the buyers may use it for years. Be sure to use enough decorations as well as varying sizes. Remember that smaller decorations should be glued on the top of the tree and larger ones on the bottom. Accessories under the tree should be in proportion to the tree. (NOTE: Items placed under the tree are sold with the tree.)