



New Registration? ___ Item # _____ Received Cost _____

CENTERPIECE CHECKLIST

Upon receipt of this list at the check-out table, you will receive four thank you tickets to the Festival of Trees, good for the specific time and day of your selection (Wednesday, November 30 thru Saturday, December 3, 2022) **or** one ticket to Opening Night (Adults only, one ticket admits two adults).

Name of Centerpiece: _____

-TO BE COMPLETED BY HOST-

- Take Decorator to a location, directed by a Board Member
- Does item have detached parts? If yes label.
- Does item need easel, wooden log, or riser? If yes label.
- Does item have lights and extra batteries? If yes label.
- Is item 'hand crafted', 'numbered and signed', 'hand-made', or 'place setting not included'? Add signage that applies.
- Put any boxes/bags with the item # under the table for the purchaser.
- Collect story if there is one, if given online, verify at checkout desk that it has been printed.
- Turn in Itemization of Expenses form.
- Special instructions or information.

Decorator's Signature

Host's Signature

PLACE PINK LABEL ON PLASTIC SIGN NEXT TO CENTERPIECE



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