



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 any day of your selection Wednesday through Saturday.

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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