

*A Home
For The Holidays*



Benefiting Habitat for Humanity of Ellis County Texas

What is *Festival of Trees*?



Festival of Trees is a two-day event open to the public held in Waxahachie. Generous individuals and businesses donate decorated Christmas trees, wreaths, and hand-made holiday decorations to be sold to the public in a silent auction. There is holiday music and other entertainment, a visit from Santa, special children's activities and more. The event is held the Friday evening (5:00 p.m. to 9:00 p.m.) and Saturday (9:00 a.m. to 3:00 p.m.) before Thanksgiving. Many volunteers will be needed for setup all day on Thursday and Friday, as well as on Saturday after 3:00 p.m. for distribution of auction items & cleanup.

What is the purpose of *Festival of Trees*?

While Habitat for Humanity of Ellis County, Texas accepts monetary donations year-round, we focus efforts on *Festival of Trees* as the major annual fundraising event to attract support for Habitat for Humanity and help raise the funds for each house we build. This involves soliciting area businesses for monetary and other donations, encouraging the donation of decorated items for silent auction, and planning the event itself.

How can I help Habitat & Festival of Trees?

The planning committee holds monthly meetings through the year, with more frequent meetings starting in September and October. We welcome anyone with a creative interest in crafting to one of our periodic "Craft Days" (usually Saturday or Sunday afternoon). Many people donate "gently used" holiday items to Festival of Trees. Join us as we "re-purpose" many of these items into something special for the auction! (Pinterest is a wealth of Christmas craft ideas).

In addition to individual crafting projects, volunteers are needed for:

- Marketing and graphic design
- Communication (spreading the word in the community and helping with the website)
- Facebook presence, media relations and more (Developing business contacts for donations of goods & services, as well as monetary support)
- "Gently used" holiday items – Festival of Trees welcomes the donation of used Christmas trees, wreaths & other items through the year that can be re-purposed by crafters, but keep in mind that storage is extremely limited so we must be selective in

what we can accept. We welcome anyone with extra space to store selected holiday donations.

- Auction Coordinator – develop a committee to solicit individual & business donations for trees & wreaths for the silent auction & keep track of expected donations to report at meetings. Be creative – approach Sunday classes and community organizations to donate items as a group effort, encourage friends & family for craft projects.
- Setup (Thursday & Friday at minimum) – volunteers – especially men with trucks – to transport supplies to & from the event location, set up 20-30 tables, setting up computer & printer at the event, running electrical cords, etc.
- Auction Breakdown & Cleanup (Saturday starting at 3:00 p.m.) – men (& trucks) to pack up & carry trees out for the winners, break down equipment & tables, transport back to storage, etc.
- Administrative – help with paperwork & running the computer during the Thursday & Friday setup & event registration.
- General Event Volunteer Solicitation & Volunteer Coordinator – to solicit workers, assign shifts & keep track of general volunteers such as greeters, people to register auction items & numbers for guests, serve refreshments, help coordinate the distribution of auction items to winners at the end of the event.
- Children's activities- help with children's activities such as visits with Santa, in the children's craft room, etc.
- Christmas Store – If we cannot use donated items to create a new tree or wreath, we sell them at very low cost in the Christmas Store during the event. Volunteers can help before the event with solicitation of used Christmas items, evaluation & pricing of these smaller donated knick-knacks for the Christmas Store & manning the store during Festival of Trees.

For more information about Habitat for Humanity, see the website at www.ellishabitat.org or email info@ellishabitat.org. Visit *Festival of Trees* on Facebook at *Ellis Co. Habitat for Humanity Festival of Trees benefit*.