



Call for Decorators!

Are you a Christmas fanatic with a flair for creativity? Does glitter make you happy? If you answered, "YES!" then you are just who we are looking for to decorate a tree for our 41st annual Festival of Trees.

Each year, thousands of Tampa Bay area residents flock to the Long Center to be awed by the festively adorned trees created by our volunteer decorators. This signature event is one of the largest fundraising opportunities to support individuals with intellectual and developmental disabilities served by The Arc Tampa Bay.

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The 41st annual Festival of Trees will be open to the public on Saturday and Sunday, November 22-23, 2025 at the Long Center (1501 N Belcher Road, Clearwater). Decorators are invited to celebrate at Just Desserts, an evening filled with sweet treats and fun, on Saturday, November 22, 2025!

NEW THIS YEAR!

Whether you are a seasoned decorator or new to Festival of Trees, please review the attached information carefully—there are updated hours and requirements.

- If you are decorating a 7.5' tree, you may bring your decorations directly to the Long Center gymnasium and decorate your tree on-site.
- All other greenery must be picked up from The Arc Tampa Bay Foundation office (Suite 244 at the Longcenter) and returned fully decorated to the gym.
- Please refer to attached pages for specific dates and times.
- Important: All decorations must be securely attached using wire, string, zip-ties, or similar materials. *Do not use hot glue*, as it does not hold during transport.

We warmly invite you to bring your creativity to life by designing a tree that will capture hearts and generate excitement during the Festival of Trees weekend. Trees that tend to be most popular are those with broad appeal and thoughtful, festive themes—such as “Silver Bells” with elegant holiday decor, “Home for the Holidays” with timeless charm, or even fun, trendy ideas like Barbie-themed trees or those inspired by current pop culture.

While we appreciate all creative efforts, we’ve found that trees with very specific or niche themes (such as occupational or industry-specific branding) typically don’t resonate as strongly with buyers. Our goal is to create trees that will be especially desirable to the average family looking to bring a bit of holiday magic into their home.

Ready to Join Our Festival of Trees Decorators?

To participate, please complete and return the enclosed Decorator Application to The Arc Tampa Bay Foundation by **Wednesday, September 24, 2025**. Trees are limited and assigned on a first-come, first-served basis. You’ll receive confirmation once your completed application is received.

We can’t wait to see your beautiful designs—your creativity makes this cherished community event possible!

Festival of Trees



Decorator Schedule

Wednesday, September 24, 2025		Deadline for Decorator Applications. Mail/email to The Arc Tampa Bay Foundation Office (event@theartbf.org). You will receive notification of selection by Friday, September 26, 2025.
Monday, September 29, 2025 - Friday, October 3, 2025	9:30am - 4:30pm	Pick up your 3 or 4.5 foot tree from The Arc Tampa Bay Foundation Office (The Long Center, 2nd floor, Suite 244; use stairs or elevator past the pool construction, by the courtyard).
Tuesday, November 18, 2025	12:00-5:00pm	Decorating window for 7.5 foot trees in the Long Center gymnasium; circle the building and use the rear entrance by railroad tracks.
Wednesday, November 19, 2025	10:00am-5:00pm	
Tuesday, November 18, 2025	12:00-5:00pm	Drop off completed 3 and 4.5 foot trees to the Long Center gymnasium; circle the building and use the rear entrance by railroad tracks.
Wednesday, November 19, 2025	10:00am-5:00pm	
Friday, November 21, 2025	6:00-9:00pm	Premiere Night – tickets available at: theartbf.org Ticketed Event – No General Admittance
Saturday, November 22, 2025	10:00am - 7:00pm	Open to the Public – \$10 General Admission
Saturday, November 22, 2025	5:00pm - 7:00pm	Dessert Night with Award Recognition—Decorators will receive tickets when dropping off decorated tree.
Sunday, November 23, 2025	10:00am - 5:00pm	Open to the Public – \$10 General Admission

RETURN ATTACHED APPLICATION TO:

The Arc Tampa Bay Foundation, Attn: FOT Decorator
1501 N. Belcher Rd., Suite 244 • Clearwater, FL 33765
(727) 797-8712 • theartbf.org
event@theartbf.org

**All trees will remain on-site for viewing until Sunday, November 23, 2025.*

**Please carefully review the decorator guidelines on the next page as there are changes this year.*

Guidelines for Tree Decorating

- If selected as a decorator, The Arc Tampa Bay Foundation will provide you with a green, pre-lit tree and stand.
- **You must furnish a tree skirt or other covering for the base of your tree.**
- You may not alter the structural integrity of the tree.
- Décor and items must not exceed 1 foot from the original circumference or height of the tree. *Remember, trees must be decorated to be viewed from all sides and must remain maneuverable (**trees are moved numerous times during set-up and delivery**).
- No food, candy, or live materials may be used in decorating your tree.
- One electrical outlet will be provided for each space. **You are required to provide a 6-foot multi-outlet extension cord with surge protection.**
- **Decorations must be tightly secured with wire, fishing line, string, etc. HOT GLUE IS NOT AN ACCEPTABLE METHOD TO SECURE DECORATIONS. All decorators must agree to comply with this critical instruction. Trees with ornaments not securely attached will not be accepted.**

Tickets: To thank decorators for their contribution, tickets for Just Desserts (which include General Admission) will be provided based on the tree size.

Tree Size	Just Desserts (includes General Admission)
3-foot	2
4.5-foot	4
7.5-foot	6

Judging: Tree details, including decorator name, are not known to judges. All judging is done by independent volunteers and community leaders. Winning decorators will be recognized at Just Desserts, Saturday, November 22, 2025, between 5:00-7:00pm at the Long Center. The celebration will include sweet treats and raffles.

Tree Pricing: All pricing decisions are at the discretion of the committee and are final. The final sale price will not be disclosed to the decorator.

*The Festival of Trees Committee reserves the right to refuse any trees or decorated items deemed inappropriate, too commercialized, or not in the spirit of the mission of The Arc Tampa Bay Foundation.



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1501 N. Belcher Rd., Suite 244 • Clearwater, FL 33765
(727) 797-8712 • thearctbf.org
event@thearctbf.org

Festival of Trees

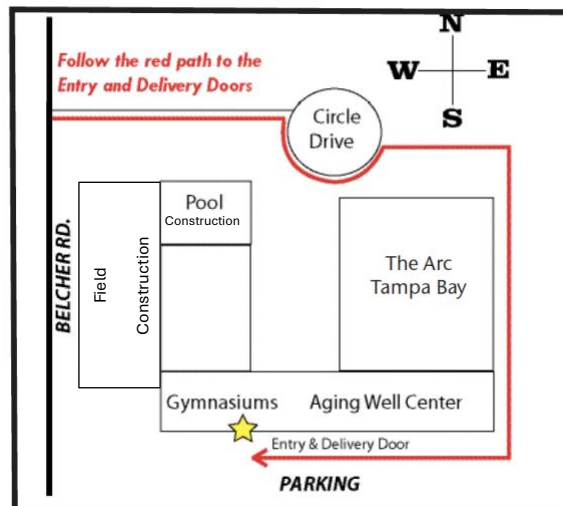
The Arc
Tampa Bay Foundation

Decorator Delivery Instructions 2025

Pre-decorated items must be delivered between **Tuesday, 11/18/25 (12:00-5:00pm) & Wednesday, 11/19/25 (10:00am-5:00pm)**.

On-site decorating window for the **7.5' trees** is **Tuesday, 11/18/25 (12:00-5:00pm) & Wednesday, 11/19/25 (10:00am-5:00pm)**.

Delivery/Decorating Location



Furnish tree skirt or other covering for the base of your tree.

Provide and extension cord with surge protection.

Decorations and items must not exceed 1-foot from the tree.

Secure decorations with more than just hot glue!

No food or candy or live material.

Just Desserts Party

Join us on **Saturday, 11/22, from 5:00-7:00pm** as we celebrate our decorators! This year we will have opportunities to win and a few surprises for attendees. Tickets for this event include general admission and will be provided when you check-in to deliver or decorate your item(s).



Number

For Official
Use Only

2025 Decorator Registration Form

To reserve your tree for decorating, please return form (neatly completed **in full**) to:

The Arc Tampa Bay Foundation, Attn: FOT Decorator
1501 N Belcher Road, Suite 244
Clearwater, FL 33765
event@theartctbf.org • 727-797-8712

Decorator Name: _____
(anything on this line will be used for signage; print exactly as you want it to appear on signage)

Tree Name: _____
(anything on this line will be used for signage; print exactly as you want it to appear on signage)

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ E-mail: _____

Name of contact person: _____

Brief description of tree for identification purposes: _____

Approximate cost of decorations (to be used when pricing tree for sale): _____

Please check box of desired tree size.

Complete a separate form for each tree.

- ☐ 3-foot prelit tree
☐ 4.5-foot prelit tree
☐ 7.5-foot prelit tree

Initial **Here**

Decorations must be tightly secured with wire, fishing line, string, etc. **HOT GLUE ALONE IS NOT AN ACCEPTABLE METHOD TO SECURE DECORATIONS.** All decorators must agree to comply with this critical instruction. Trees with ornaments not securely attached will not be accepted.

Please review & check appropriate boxes below:

- ☐ I will purchase my decorated tree; please do not post it for sale.
☐ I will provide my own tree. Size _____
☐ I would like to offset the cost of my tree with a donation of \$ _____.
(for reference, our costs to purchase trees are: 7.5' = \$175.00; 4.5' = \$80.00; 3' = \$60.00)
☐ I understand I may not be in publications if the Registration Form is not completed and received by September 24, 2025.
☐ I understand the FOT Committee reserves the right to refuse any tree or decorated item deemed inappropriate, too commercialized, or not in the spirit of The Arc Tampa Bay Foundation.
☐ I understand pricing is at the discretion of the committee; all prices are final & the sale price will not be disclosed to the decorator.
☐ I have read and will adhere to all Decorator Guidelines set forth in the Decorator Information Packet.

Signature: _____ Date: _____