

GFWC Century Club
Festival of trees
Decorator's Agreement

(Please return one copy of this form and keep one for your records)

Thank you for helping to be sure the event is successful by agreeing to the following:

* Trees must be completely decorated by November 19th to allow for proper completion of set up prior to Premier Night on December 1st.

* This years theme is "Christmas Around The World". Please check to see if your favorite country has been chosen, this is not mandatory.

* The Festival will provide white lights for your use. You may use different colored lights; however, you would be responsible for providing them (as part of your decorator's allowance).

* You must provide a tree skirt to remain with your tree as part of the decoration allowance.

* Please refrain from using perishable items and any aerosol spray cans due to fire regulations.

*All decorations must be firmly secured to your tree.

* The Committee reserves the right to disallow inappropriate themes or decorations

* As decorator you agree to complete your tree during the scheduled decorating times:

Thursday, Nov. 12th -- Decorating -- 6 p.m. - 9 p.m.

Friday, Nov. 13th -- Decorating -- 6 p.m. - 9 p.m.

Saturday, Nov. 14th --Decorating -- 10 a.m. - 4 p.m.

Sunday, Nov. 15th -- Decorating --1 p.m.- 4p.m.

Monday, Nov. 16th -- Decorating-- 6 p.m. - 9 p.m.

Tuesday, Nov. 17th - Decorating - 6 p.m. - 9 p.m.

Wed., Nov 18th - Decorating - 6 p.m. - 9 p.m.

Thurs., Nov. 19th - Decorating 6 p.m. - 9 p.m. ALL TREES **MUST** BE COMPLETED.

Please call the Century Club to verify decorating times - 842-2031

******Saturday, Nov. 21st -- ALL TREE DECORATORS RECEIPTS DUE******

* Reimbursements will be mail to you December 29th, 2009.

Signed by: _____ Dated: _____

Date Received: _____

* Please contact Km Rogers at 853-4733 with questions & return one copy of the completed form to: GFWC - Century Club-FOT, 130 Guy Park Ave., Amsterdam, N.Y. 12010. **Please return form no later than November 4th,2009.**

** We look forward to another fun and exciting event and we thank you in advance for your help!*

**** **OVER** ****

Tree Information:

Sponsor of tree: _____

Name of tree: _____

Your estimated value of fully decorated tree: \$ _____

Briefly describe your tree's theme: _____

Are you an individual decorator or do you represent a business or group? _____

Decorator's Information:

Decorator's name(s): _____

Address: _____

Phone Number(s) _____

Decorator's Allowance:

I / We are decorating a: _____ 4 ft. tree _____ 7 ft. tree _____ 6 ft. full tree
(\$60.00 allowance) (\$70.00 allowance) (\$75.00 allowance)

To Receive Reimbursement:

Once your tree is decorated, you may turn in your receipts to:

The Century Club- Festival of Trees

Attn: Mary Panton, Treasurer

130 Guy Park Ave.

Amsterdam, N.Y. 12010

(Please do not leave your receipts with another Chairperson or Club Member.)

Please return your receipts, with total expenses, in the enclosed envelope with this completed information form for proper reimbursement. We need to close the financial books on the Festival of Trees in a timely manner; therefore, **we will be unable to accept any receipts after November 21st, 2009.** Reimbursements will be mailed no later than December 29, 2009.

We recommend receipts be turned in immediately following completion of your tree.