



RABUN COUNTY CIVIC CENTER  
FESTIVAL OF TREES 2019  
FRIDAY & SATURDAY, NOVEMBER 29 & 30

RECIPIENT INFORMATION & APPLICATION

*We appreciate your interest in the Festival of Trees!*

*About the Festival of Trees*

The Festival of Trees is an annual fundraiser that the Rabun County Civic Center hosts for non-profit organizations. It is a Silent Bidding Auction on fully decorated Christmas trees. The festival began in 2009, and is still enjoyed by our community. 100% of the proceeds from the Festival of Trees goes directly to the recipient organization!

Occurring simultaneously with the Festival of Trees is the **Annual Holiday Shopping Expo**. Trees are displayed on the civic center stage overlooking the holiday shoppers. During the Expo, vendors donate items for a Silent Gift Auction, and the recipient organization receives those funds also!

Near the end of the Shopping Expo, final bids on trees are gathered. When winners are announced, they may take their trees home, or they may pick up the following Monday.

The Festival of Trees is a beautiful and joyful event for the community! We hope to raise a good deal of money for your cause!

RABUN COUNTY CIVIC CENTER  
FESTIVAL OF TREES 2019  
NOVEMBER 29 & 30



#### CRITERIA FOR RECIPIENT ORGANIZATION

*The procedure for the festival is as follows:*

- The Rabun County board of Commissioners provides artificial trees of various sizes.
- The Recipient Organization (and Civic Center Director) gather local businesses and individuals to volunteer as tree decorators.
- Decorations and tree skirts are the only costs for the tree decorators.

*Recipient Responsibilities:*

- Organization must be a 501 (c) (3). Legal document must be submitted.
- Provide volunteers for:
  - Greeting/ Silent Auction monitoring
  - Assisting bidders of the Festival trees
  - Wrapping trees Sunday at auction close and for pick up on the following Monday.
  - Recruiting donations for, and selling, concessions during Festival / Shopping Expo.
  - Gathering volunteers to decorate trees. Civic Center Director will as well.
  - Distribute flyers and rack cards to our community and surrounding areas.
  - Write and send thank you notes to tree decorators. (We can combine our thanks)

In the past, there has been a Tree Preview Party, with a cake auction and hors d' oeuvres. This occurred the weekend prior to the festival. We are currently in the process of re-visiting these possibilities.

However, if we do have a cake auction, preview, etc...

**Recipient will be responsible for:**

- Gathering volunteers for cake auction.
- Recruiting donations for hors d' oeuvres & beverages
- Attending Party / Meeting & Greeting tree decorators.

RABUN COUNTY CIVIC CENTER  
FESTIVAL OF TREES 2019  
RECIPIENT APPLICATION

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

President / Foreperson: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_

Please describe your organization and what it supports, and  
to what and whom it contributes:

---

---

---

---

---

---

---

---

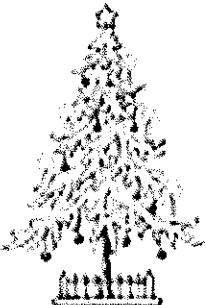
---

---

---

---

Please attach a copy of your 501 (c) (3) documents.



*Please call or send email for more information.*

Annie Williams - Director, Rabun County Event Venues  
706-782-5271 [awilliams@rabuncounty.ga.gov](mailto:awilliams@rabuncounty.ga.gov)  
Rabun County Board of Commissioners  
25 Courthouse Square, Suite 201, Clayton, GA 30325