

Nurturing Parent Education
Home Visiting
Supervised Parent Time
Early Head Start Child Care
Respite Care
Child Therapy
Montana Women's Prison Program



2520 5th Avenue South
Billings, MT 59101
www.ftnc.org
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40th Annual Festival of Trees

This beloved tradition and annual event will be held at the Pavilion at MetraPark beginning Thursday Dec 4th through Saturday Dec. 6th.

Family Tree Nurturing Center – The Billings Exchange Clubs' Child Abuse Prevention Center has supported families in Billings and the surrounding communities since 1985. The Billings Community has generously supported our efforts each year at this annual fundraising event. The fee will be \$125, this includes a wood base that will be provided for you at setup. This year we have included an **Optional \$60 tear down fee** for those tree sponsors that do not have the time to come on pack up day. With this fee our team will ensure your tree and items are packed properly in the containers you provided for delivery. Due to space only one tree from each group will be accepted. **This fee also includes two tickets to the Gala and Auction on Thursday night!**

Each year for this event we invite community members and organizations to donate a decorated tree in hopes of winning the **2025 People's Choice Award and of course supporting Family Tree Nurturing Center.**

Our decorating theme for this year is **"Celebrating 40 years"**. The colors will be ruby red and gold. You are welcome to use this idea for your tree or come up with something of your own. We are always amazed by the beautiful and unique trees that are showcased each year.

Please note that in the past trees that includes more "extras" under your tree typically bring in a higher dollar amount at auction. If you need help getting donations, please reach out.

We hope you will join us and make this year's event extra special. Please let me know if your group is planning to donate a tree as soon as possible to ensure your spot. Happy decorating!

Nicole Bykonen
Festival of Trees, Tree Sponsor Chair
406-860-4624
nicole.bykonen@ftnc.org

The Festival of Trees is a fundraiser for Family Tree Nurturing Center. All funds raised benefit the Center's mission of preventing child abuse and neglect in Yellowstone County & surrounding areas.





2025 Gala Tree Auction Application
Completed application, including description and
payment must be submitted by
Friday, November 14th.

**The committee has decided that the first applications received will be
given priority spots on the floor.**
You will not have a choice of spots this year.

Please mail or email applications. Payment can be mailed with application; an invoice
can be emailed upon request if wanting to pay by credit card.

Family Tree Nurturing Center - 2520 5th Avenue South - Billings, MT 59101

Applications are to be emailed to nicole.bykonen@ftnc.org

Business/Donor Name _____

Contact Person _____

E-mail _____ Phone _____

Address _____
Street City State Zip

Description	Fee	Total
Sponsor fee for each 10'x 8' space & wood base to secure tree stand (no outside bases allowed)	\$ 125	\$
Tear down fee (optional see pack up instructions for details)	\$ 60	\$
Amount Enclosed		\$

***If you are a no show for tear down you will be charged \$100 fee.**

Each tree sponsor will receive no more than 2 complimentary Gala Auction tickets. (additional tickets may be purchased)

**Names of trees and donors will appear in the Festival program, and
on the PowerPoint presentation during the Gala & in front of your tree.**

2025 Gala Tree Auction Application – Page 2

Name of Tree: _____

Donor(s): _____

Must provide at least 4 details describing your tree and any items that come with the tree.
These will be included in the program and read by the auctioneer. Please no more than 150 words due to space. If you add more than 150 words it may be cut down.

Silent Auction Wreaths & Basket*

Names of wreaths/basket and donors will appear in the Festival program.

Name of Wreath: _____

Donor(s): _____

***If you would like to donate a wreath/basket or another item to the silent auction, we will gladly accept that as well! Value of \$75 or more. You may contact Peggy Rued by calling our office or email peggy.rued@ftnc.org 406.252.9799**

Thank You!



40th Annual *Festival of Trees*

Family Tree Nurturing Center
December 4th – 6th

Welcome and thank you for your interest and involvement in Festival of Trees 2025.
The spectacular designer trees are the focal point of the Festival.

“PEOPLE’S CHOICE AWARD”

2024	Project Christmas Miracle
2023	Sam’s Club, Sue Peters
2022	Chosen Chicks
2021	Billings Federal Credit Union
2020	St. Vincent Healthcare NICU
2019	406 Pride & SE Montana Prime Timers
2018	Ronalee Stone & Judy Nissen
2017	Big Sky Pet Resort
2016	Big Sky Thunderbolts 4-H Club
2015	Elfin Storm Troopers
2014	Ronalee Stone

Who will be the 2025 winner?

Tree Decorating Policies and Procedures

PLEASE READ, EVEN IF YOU HAVE DONE TREES BEFORE!

TREES REQUIRE EXTRA PREPARATION BEFORE THEY CAN BE DECORATED.

- ★ ***Upon check-in you will be assigned a “Tree Monitor.”***
- ★ ***It is imperative the following is done and checked by your “Tree Monitor” BEFORE you begin decorating.***

- ★ **TRUNK:** At each connecting point, including the base, a nut and bolt must be inserted to prevent the tree from “coming apart” during delivery. Please make sure this will be easy for the purchaser to remove.
- ★ **TREE STAND:** The stand of the tree must be secured to the wood base (this cost was included in the application for the wood base).
- ★ please make sure that the branches don’t come out during delivery but are easy for the purchaser to remove.
- ★ **FIRE RETARDANT:** The Fire Marshall requires proof that all trees are fire retardant. All trees must be **newly purchased**, as new trees are fire retardant.
- ★ **TREE BAGS:** A tree bag will be provided for your tree that can be easily pulled up and around the tree to protect it during delivery. **The bag must be in place around the base before decorating.**
- ★ **ITEM LIST:** A list of all items that a separated from the tree must be provided at set-up and that list will be provided to check off during pack-up. All items that are placed with the tree are sold with the tree.

Decorating Requirements

The following decorating requirements have been established to guide you in your tree decorating process. After the weekend event, delivery of the trees will be made to the purchasers by volunteers; therefore, Family Tree Nurturing Center strives to ensure there are minimal issues to address on delivery day. We also want the purchaser to have a pleasant experience taking the tree down. Please keep both of these aspects in mind on decorating day.

- ★ ***All trees must be new & artificial***
- ★ Trees must be **4’—7’** tall - **NO TREES OVER 7’ will be allowed due to set up space and delivery restrictions.**
- ★ **Tree and topper together cannot exceed 9’ tall. Can not be top heavy unless you are delivering.**
- ★ Tree spaces are 10’ x 8’ and you are encouraged to use the space!
- ★ **No Rotating Trees (as they seem to break in delivery). No heavy tree toppers due to delivery restrictions.**

Scenes & Themes

- ★ All types of trees sell: country, traditional, natural, and sophisticated.
- ★ Themes must be acceptable for any home or business.
- ★ **Full trees typically sell better as well as lots of gifts under the tree. Please do not wrap presents, bidders need to be able to see what is with the tree.**
- ★ Furniture and custom props will be allowed **IF** tree donors are willing to prepare and have container(s) that will hold all of the items for delivery.
- ★ Scene space is 10’ X 8’. Please remember that delivery can be challenging with larger props.
- ★ **Tree decorating will be done at the MetraPark Pavilion on Wednesday, December 3rd 12pm-8pm.**
Refreshments will be provided and Christmas music playing as we want this to be a fun festive experience for those Tree Sponsors who have put the time and heart into creating these beautiful trees.

Decorating Day
Wednesday, December 3rd
MetraPark Pavilion 12pm to 8pm

Please do not arrive early as we have Tree Monitors scheduled for these times.

- **Please provide a time frame for set up.**

Decorating the Tree

- ★ Do not glue the topper onto your tree as it may need to be removed for delivery. The tree cannot be top heavy due to delivery. It can cause breakage or bending if there is too much weight.
- ★ Have a box clearly marked in which to place your topper for transportation.
- ★ **Be careful not to put too much weight on the tree. Trees that are too heavy can break during delivery. Trees must be completely secured together for delivery.**

Lights

- ★ Lights must be **wired on securely** as they may shake loose when moved.
- ★ **You will need a new, at least 9' long, heavy-duty, UL extension cord. This will go with the tree to the purchaser.**
- ★ Test lights before putting/wiring them onto the tree. Bring extra lights, bulbs and fuses!
- ★ **All lights must be new, of straight-line circuitry, and UL approved.**
- ★ Plan a minimum of 100 lights per foot of tree.
- ★ **Plug in a maximum of 3 strings together into each plug-in.**

Applying decorations

- ★ **Wire decorations to the tree** with florist wire (gauge 26 is best) to the branch. Wrap the wire firmly and tightly. **Do not use loop hangers as these fall off during delivery.**
- ★ **To save time**, consider pre-wiring all decorations prior to decorating day.
- ★ Ornaments with an inserted slip-on hanger attachment must be glued where the two pieces meet so that the hanger cannot slip out. Hot glue guns are recommended. **This is a must as when the hanger pops out, we have no way to rehang the ornament.** To save time, gluing should be done prior to decorating day.
- ★ Have enough decorations on your tree so that it will look full from all angles.
- ★ Secure the large focal point ornaments first.
- ★ **All dried materials must be sprayed with an approved fire retardant.**

Underneath the Tree

- ★ All items under the tree will be sold with the tree. Please do not wrap any items under the tree as they need to be seen by bidders.
- ★ A list of all lose items including items under the tree need to be provided upon set up.
- ★ **The base of the tree must be covered with a tree skirt or appropriate covering (i.e., a grass skirt for a Hawaiian theme).**
- ★ **Containers with lids is mandatory. Provide the number of containers it takes to have all lose items under your tree, except for those large items. You will be given labels with your tree number for delivery with the item list.**

Bring enough decorations with you to finish decorating during the scheduled times. Please feel free to bring as many snacks and refreshments as you wish. **As a courtesy to our caterer, please do not place any food on the linens or move any place settings that are set for the Gala. If you need tables for set-up please let us know and we will make sure to provide one as we do not want tables that are set for Gala used.**

Before you begin decorating your tree, Tree Monitors will check your tree and if needed will screw the trunk together as well as wooden tree base to ensure it meets Festival requirements. After your tree is checked you will receive two complimentary Gala tickets. Additional tickets may be purchased no later than November 14th. Tickets are \$100 each. You may contact Kelli Tucker for additional tickets. kelli.tucker@ftnc.org.

You may not begin decorating your tree until the Tree Monitor checks your tree. When you are finished, the original tree box and containers for items under the tree should be placed in front of the tree and labeled with your tree number that was provided.

Equipment you may need to bring (labeled with your name)

- ★ 9' long, heavy-duty, UL extension cord. (This will go with the tree to the purchaser.)
- ★ Wire cutters, needle-nose pliers
- ★ Scissors and pruners
- ★ Tape measure
- ★ Florist wire or colored pipe cleaners
- ★ Glue gun, glue sticks, tape
- ★ Extra lights, fuses, and ornaments
- ★ Ladders reaching top of tree
- ★ Containers that can close labeled with donor name & number

Packing Trees for Delivery

Tree decorators are to return on Sunday, December 7th 8am – 10am to pack up their tree and items under the tree for delivery. You should have enough containers with **YOUR TREE NAME and NUMBER** on them to load all items beneath the tree. **Containers must have lids that can close and be stacked** in the delivery vehicles. Leave the filled containers in front of your tree. After packing up please see a Tree Monitor for check out.

This year we are offering the option to pay a \$60 pack up fee for those who do not wish to pack up their tree. If you wish to use this option, please mark it on your Tree Application and it include that in your fee. If you choose to pack up your tree and do not show on Sunday you will be charged \$100 tear down fee.

Questions?

If you have any questions, please call Nicole at 406-860-4624 or email her at nicole.bykonen@ftnc.org

Schedule of events will go out soon!

**Thank you again for your participation in the 40th Annual Festival of Trees!
It is because of people like you that Family Tree Nurturing Center is able to continue its mission to prevent child abuse and neglect in our community.**