



2026 Sugarplum Festival of Trees Donation Contract for Wreaths, Baskets and Misc Items



Circle one item per contract: (Due no later than Nov 1, 2026)

Wreath

Auction Basket

Miscellaneous Items

Name of Item: Use a descriptive item name that accurately reflects the item and encourages buyer interest. Item titles are limited to 30 characters, including spaces.

Description: Please include a DETAILED description of the item including decorations and any special information. If your item is a wreath, be sure to include the finished width.

Fair Market Value: \$ _____

This is the price anyone would be willing to pay for an item and you are willing to sell an item. It is the replacement cost when purchasing retail. The beginning bid will start at 50% of the Fair Market Value.

**** WREATHS:**

Finished width of wreath: _____

If your wreath includes lights, they must be new, UL-approved, and securely wired in place.

All decorations must be firmly attached to the wreath. For example, ornament caps should be hot-glued to the ornaments, and each ornament should be wired to the wreath to help prevent it from becoming detached during handling or display.

**** BASKETS and MISCELLENOUS:**

When checking in your item, please provide a photograph or hand-drawn sketch showing how it should be displayed. Alternatively, you may remain with the item until a check-in photograph has been taken. This helps ensure that baskets and other miscellaneous items are displayed as intended by the donor.

Name of Designer/Donor: _____

Phone: _____

Email: _____

Contracts:

- * Your contract must be turned into the below **SFOT chairperson by Sunday, Nov 1, 2026.**

SFOT Committee Chairs –

- * Wreaths – Nancy Byrge; nanbyr10@gmail.com
- * Auction Baskets – Barb Hager; bchager525@gmail.com
- * Miscellaneous Items – Sue Patrick; suepatrick724@sbcglobal.net

General guidelines:

- * Any items displayed with an item for auction become the property of SFOT and part of the package and will be sold together.
- * All items must be prepared and stored in a non-smoking environment.
- * All items are to be delivered to the Life Connection of Ohio at 2800 Donation Circle, Kettering, OH 45420. We will use SignUp Genius to set up delivery times.
- * A copy of this contract must accompany the item when it is delivered. No item will be accepted unless there is a contract.

I have read and agree to the above specifications.

Signature of Designer/Donor

Date

Sign up for dropping off your items.

<https://tinyurl.com/47r36sxa>



Online Form:

<https://tinyurl.com/bd62msud>

