

Be a Part of the Festival of the Trees 2018



Komechak Art Gallery
Benedictine University
5700 College Road, Lisle, IL 60532
630-829-1873

We Need You to IMAGINE . . .

Twenty-Five Christmas Trees lit and decorated by prominent area professional artists and graphic designers, parishes, community groups, local high schools, BenU students, faculty and staff on display from November 19th through December 21, 2018 in the Komechak Art Gallery at Benedictine University. Can you see it?

Starting in 2019 we will be seeking corporate and individual sponsorship for this event in an effort to raise \$1M for the University Art Collection and our endowment funds. Our five-year goal is to make the Festival of the Trees a campus-wide endeavor that will be the premier, must attend, holiday event for our community.

But this year, 2018, we are going to host the Festival of the Trees as a community event!

Would you like to share your artistic flair with the Komechak Art Gallery Festival of Trees and Creches?

We know this is short notice, but, we truly believe that all things are possible!

If you and a your group would like to decorate a holiday tree for this new festival, here's all you have to do:

- ◆ Get a few of your friends from your parish, student group, high school or your organization together.
- ◆ Come up with a plan to decorate a six-foot Christmas tree.
- ◆ Gather or create the decorations and then come to the Komechak Art Gallery and decorate a tree.
- ◆ Fill-out and submit the Participation Form attached to this letter.
- ◆ Show-up and decorate a tree with your one of a kind design.

That's it!

The only cost to you may be specialize decorations and your time. The Komechak Art Gallery will provide a pre-lit tree and tree stands. You provide the imagination!

Get involved by getting started today.

Fill out the Participant Form and email the completed form to Cathy Gaddis at: cgaddis@ben.edu.

Whether you are a tree designer or volunteer, We need your help.

I want to thank you in advance for your support of this exciting endeavor at the Komechak Art Gallery.

Teresa J. Parker

Curator

Komechak Art Gallery and
University Art Collection



Festival of the Trees 2018

Important Dates



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Participation Forms Due

November 10, 2018

Tree Decorating

November 15th through November 18, 2018

Komechak Art Gallery - Benedictine University - Kindlon Hall - Fifth Floor

10:00 am – 8:00 pm each day except Sunday, November 19, 2018 (1:00 pm - 4:00pm)

Volunteer and Designer Check-in: 9:00 am each day

Festival of the Trees Exhibition Dates

November 19th through December 21, 2018

Komechak Art Gallery

Benedictine University

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Open to the Public. Admission is free.

Final Festival Tear Down

January 3 – 7, 2019

10:00 am – 3:00 pm each day

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Designer Guide



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Become a Designer of a Festival Tree at the Komechak Art Gallery

We are looking for creative individuals, groups, organizations and schools to help increase the holiday spirit by designing a tree for the Benedictine University's Komechak Art Gallery Festival of the Trees 2018.

Anyone can participate and all are welcome.

What Do I Do and How Does This Work?

Register to decorate a tree for the festival

- ◆ Put together a team or do it on your own.
 - ◆ Fill out the attached Participation Form either online or by, printing, scanning and emailing to: Cathy Gaddis cgaddis@ben.edu
 - ◆ You will receive an acknowledgement by email of the receipt of your form.
 - ◆ Choose a date and time to create your masterpiece.
 - ◆ Show-up on your assigned decoration day and create your masterpiece of art.
 - ◆ A teardown day will be assigned to all designers and their team
- Beverages, coffee and tea on set-up days along with light snacks on set-up and teardown days

Festival of Trees Provides

- ◆ All trees and stands.
- ◆ For consistency the Festival requires that only trees we supply can be used.
- ◆ Signage on display with designer names; names of supporters/contributors
- ◆ Tax receipts for all decorations and lights. Due by January 7, 2019
- ◆ Beverages, coffee and tea on set-up days along with light snacks.

Designers/Teams Provide

- ◆ Complete the registration form and return to cgaddis@ben.edu.
- ◆ We encourage you to use decorations that you have received from others at your organization and recycle any decorations you may no longer use.
- ◆ Any display items for under the tree that go with your theme.
- ◆ All tools necessary to decorate your tree
- ◆ Transportation and delivery of your decorations
- ◆ A designer can request an income tax receipt – a gift in kind for out of pocket expenses that have been incurred.
- ◆ The gift in-kind form and original receipts must be submitted by Friday, January 7, 2019

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Designer Guide

Design Tips

The 2018 Festival of Trees theme is “An Old Fashion Christmas”.

Please use the theme as inspiration for your designs.

Be creative, be flamboyant, be fabulous! Load your tree with decorations and make a real statement. After all, your tree will be on display at an art gallery.

Your tree should tell a story or express a feeling.

Give yourself plenty of time to set up your creation. Set-up Schedule will be distributed.

Combine different textures and include interesting details.

Don't be afraid to go overboard.

The following tree ideas and suggestions may be helpful as you plan your tree design:

- **Children / Teens:** Stuffed animals, Toys, Story book characters, Zoo animals
- **Holiday:** Nutcracker, Nativity, Snowmen, Reindeer, Santa Claus
- **Elegant:** Color theme, Holiday theme, 12 Days of Christmas
- **Seasonal:** Winter Wonderland, Natural
- **Religious:** Nativity, Angels, Silent Night, Advent
- **Interfaith:** Celebrate the spirit of love and diversity
- **Nostalgic and Classic Christmas:** Homemade, Old Fashioned Holiday
- **Sparkly:** Beads, Crystals, Twinkle lights, Glitter, etc.
- **Sports:** Soccer, Basketball, Baseball, Football, Hockey, etc.
- **Vehicles:** Trains, Planes, Boats, Sports Cars, Motorcycles
- **Christmas in different climates:** Tropical, Down Under, North Pole
- **Cultural:** Art Museum, Ballet, Broadway, Theater, Circus, Music, etc.
- **Miscellaneous:** Tool Time, Gourmet foods, Memorabilia, Nautical, Electronics/Computers, Gifts from the Garden, Tree of Learning, Visions of Chocolate

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Tree Decorations Rules

- ◆ The Festival of Trees and the Komechak Art Gallery has the right to refuse any tree/display.
- ◆ The Festival of the Trees will not be responsible for any damage done to items hung on or displayed under your tree. In order to preserve your gorgeous design and hard work, we highly suggest that you wire each decoration to the tree so it won't fall off. We recommend using floral wire.
- ◆ Extra lights above those supplied by the Komechak Art Gallery are allowed. Strands can only be strung three in a series of tree. Designers must provide extra surge protectors and electrical cords if providing extra lights.
- ◆ Trees can be decorated with organization or company branded materials. No give-away materials. Trees must stay intact.
- ◆ Decorations should be the kind that people would want to have in their home.
- ◆ Handmade decorations are allowed.
- ◆ All Trees must have a tree skirt.
- ◆ No living materials or food is allowed as part of your decorations.
- ◆ No spray paint or aerosols or glue guns are permitted in gallery site.
- ◆ Please keep in mind that if your tree topper is large and/or is very fragile we ask that you wire this item securely.
- ◆ All designer/teams must leave an extension cord showing at the base of your tree for easy connection.
- ◆ We encourage you to include items under the tree with your display such as wrap boxes or unwrapped gifts or decorations that compliment your theme.

Tips for Purchasing or Obtaining Decorations

- ◆ Shop at thrift and resale stores or urge friends, family, neighbors or co-worker to donate to your tree design.
- ◆ Think of your tree in layers – find an awesome ornament that would really make a statement?
Instead of buying tons and spending a lot of money, buy 12-20 extra large ornaments and make sure they are placed on the outside edges of the tree to really pop.
Then fill in with inexpensive ornaments.
- ◆ Don't be afraid to be crafty
You can take an existing ornament and embellish it with some other pieces (thank heavens for glue guns) to really make it fit your theme. Be sure these items look polished and clean.
- ◆ Bring extra lights, just in case. It is better to have extra to make sure your vision is achieved.

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Here are items we recommend you have on hand on decorating day

A dedicated box or tool box for all of your decorating tools and accessories

Floral wire or pipe cleaners to attach ornaments and lights

Pliers and wire cutters with side cuts

Scissors and Tape – floral, masking, etc

First Aid Kit with Band-Aids for minor cuts and scratches

Safety Pins

Boxes for decorations or items displayed under the tree

Glue guns, extension cords, glue sticks

Wrapping paper, ribbons & supplies as needed for your design

Komechak Art Gallery Contact Information

Logistics and Coordination Director

Cathy Gaddis
cgaddis@ben.edu
630-829-1873

Curator of the Komechak Art Gallery and University Art Collection

Teresa J. Parker
tparker@ben.edu
630-829-6270

Website

www.ben.edu/komechak-art-gallery

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Participant Form



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Team Type

- Designer/Artist Set-up Volunteer BenU Student Group/Department High School Parish

Team Information

Group Name/Volunteer Name/Designer Name

Primary Contact Name

Email Address

Email Address

E-mail #2 if needed

Email #2 if needed

Primary Phone

Primary Phone

2nd Phone or Cell Phone

2nd Phone or Cell Phone

Address

City

State

Zip Code

City, State Zip Code

Decorating Participants: List the names of all persons on your team

Participant Name

Phone

Participant Name

Phone

Participant Name

Phone

Participant Name

Phone

Participant Name

Phone

Participant Name

Phone

Participant Name

Phone

Form Submission Instructions:

Complete and submit form via email by: November 10, 2018 to cgaddis@ben.edu

If you have any further questions call: Cathy Gaddis, Assistant to the Curator: **630-829-1873**