

**13th Annual Westford Festival of Trees/Wreaths/ Gingerbread
& More Holiday Creations & Contest**



**Held at the Westford Regency Inn and Conference Center
December 8, 2023-January 2, 2024**

You are invited.....

The Westford Family FunFest, Westford Rotary Club, and the Westford Regency Inn & Conference Center invites individuals, organizations, schools, civic, business, community, church groups to decorate an artificial tree, wreath, Gingerbread creations (gingerbread, cardboard or other materials), Cultural Holiday Decorations, Creative Holiday Gnome Creations or Holiday Decoration for the 13th Annual Westford Festival of Trees/Wreaths and More Celebration.

The Festival creations will be on display at the Westford Regency Inn and Conference Center from December 8, 2022-January 2, 2024. All decorations will be located in special display areas of the Westford Regency including: Atrium, Lobby area, Ballroom-lobby area level on first floor, and other areas of the hotel as needed.

*An opening reception will be held on Friday, December 8 with Music and more. Clarks will be open for refreshments and dinner. Displays are available for viewing 24/7 from December 8, 2023 – January 2, 2024 at the Westford Regency.

The Westford Festival of Trees is sponsored by the Westford Family FunFest, Westford Rotary Club and the Westford Regency Inn.

- **The Decorated Trees/Wreaths will be judged on creativity and imagination.**
 - Prizes –Special certificates – and Cash Prizes.
 - First Place, second place will be awarded for each division (see below).
 - Plus bragging rights for the whole year including on the Westford FunFest Website.
- Gingerbread and Gnome Holiday Creations (Gingerbread, Cardboard or other materials) Gnomes – any type of materials (one or more)
 - Prizes - Special certificates -
 - 1st Place, 2nd place will be awarded.
- New Division open to all - 2023 for all
 - Holiday Cultural Displays – any Country Prizes – 1st & 2nd Place will be awarded

New – Division for Rotary District 7910 Clubs or Clubs members ONLY Holiday Decoration Challenge – Trees, wreaths or any other Holiday Decoration.

- Public will vote for the “Most Popular” will receive a special prize.

Theme:

- Pick the theme for your tree/wreaths/ gingerbread/ gnomes creation. It can be holiday, sports, travel, arts/music, cultural, school, or more.
 - You can include gift cards or special items(see below). Make copies for item and real cards will be held to give to winner.
 - Artificial Trees/ Wreaths ONLY– NO live trees or wreaths. The Tree/Wreath and all the decorations/lights on or below tree are supplied by you or organization/business. Bring extension cord if needed.
 - Signage – Theme and name of individual, organization, business or group on or near tree, wreath and gingerbread creation.
1. Size of Trees/Wreath accepted: including base to topper of Tree listed below: :
 - Mini Tree – up to 24”, Small tree - 2’ to 3’, Middle Tree – 4’-5’, Large Tree – 6’ – 8’
 - Wreaths – up to max 24”. If larger– please email to get ok Limited space for large wreaths
 2. Gingerbread Decoration. May use Gingerbread, cardboard or other types of materials to build a gingerbread house or scene. Required to put on a sturdy base.
 3. Holiday creation- Gnomes decorations can be several ornaments, trees, snowman/santa or other decorations with a holiday theme.
 - Single creation or scene creations – if scene – put on a sturdy base.

Breakfast with Santa Buffet will be held on Saturday, December 16 & 17, 2023 from TIMES 10:00 am – 2:00 pm - Craft rooms and Music will be held on both days
Watch for details or visit Westford Regency website for information on Buffet and to make Required Reservations.

Set-up

Trees/Wreaths/ Gingerbread/gnomes Creations must be set-up between 2 – 6pm on Tuesday, December 5 unless other arrangements are made – all areas must be kept clean and materials taken with you that are not part of the tree. Gingerbread creations will have special areas to display creations, required to be displayed on sturdy base.

Cost: Free, if registered by December 1, 2023 - \$10 charge after that date – make check payable to Westford Family FunFest.

Possible Fundraiser:

If you or your organization would like to make this a fundraiser –

4. The tree/wreath/gingerbread/ knitted/gnomes and any Holiday decorations can be part of the Silent Auction that is open to the public. 100% of the silent auction winning bid goes back to the person, organization or business that entered the tree, wreath, or gingerbread creation. If you would like to donate your amount to another organization, please let us know - so that winner knows who to make check out to. OR funds can be donated to Westford Remembers Special Projects.

- **Two divisions for Silent Auction Fundraiser:**

Trees and Wreaths:

5. Tree/Wreath with all decorations including TREE OR Ornaments only on decorated Tree (tree is not part of the Silent Auction). They will be marked.
6. The Auctioned off trees/ Ornaments/wreaths and more will be picked up with a phone call to winners and arrangements will be made for pickup. Checks will be made out to the organization or person.

Gingerbread/ Gnomes Holiday Creations:

7. Gingerbread Creations - Silent Auction checks for gingerbread/gnomes holiday creations will go back to the person or organization. Arrangements will be arranged will be made by phone.

Visit www.westford.org/funfest for more information or send an email to funfest@westford.org for questions. Deadline December 1, 2023 for a Free registration (see note above regarding registrations after Dec 1. Send/email application to: Westford Family FunFest P.O. Box 134 Westford, MA 01886 OR email to funfest@westford.org



Westford Festival of Trees/ Wreaths/ Gingerbread, Knitted and Gnomes Celebration Application 2023
Sponsored by the Westford Family FunFest, Westford Rotary Club & Westford Regency Inn
December 8, 2023 –January 2, 2024

Held at the Westford Regency Inn 219 Littleton Rd. Westford, MA 01886

Can fill out application below or see online application at www.westford.org/funfest

All Entries must fill out this section:

Name of organization, business/civic or individual: _____
Contact person(s): _____
Address _____ **City, State and zip code** _____
Phone (home or business) _____ **cell (optional)** _____
Email _____

Division Entered: Please check for one or more of the divisions.

____ Youth to Adults (Individuals/Organizations, Schools) Trees ____ Wreaths ____ Creative Gingerbread ____
 Gnomes ____ Cultural Displays ____

____ Business/Civic/Town Departments Trees ____ Wreaths ____ Creative Gingerbread ____ Gnomes ____
 Cultural Displays ____ Misc _____ (state type of display)

____ Rotary District 7910 Clubs ONLY -

DIVISION INFO

____ Tree Division: Name or Theme: _____ Please describe in a few words – use back if needed.

Size of Tree including base and topper (to determining placement)

____ Mini Tree – up to 24”, ____ Small Tree – 2’ to 3’, ____ Medium Tree – 4’ to 5’ ____ Large Tree – 6’ – 8’

____ Wreath Division Name or theme _____ Please describe in a few words

Size of Wreath in inches across - _____ (determine placement)

____ Gingerbread: Name or Theme

Type for Gingerbread items: Single item ____ OR Scene ____ approximate display size ____ Required to be displayed on a sturdy base if needed.

____ Division – Creative Gnomes - one or more – can use any materials to make Gnomes.

Type for Gnomes: Single item ____ OR Scene ____ approximate display size ____ .

____ Division – Cultural Holiday Decorations or Display - Single item ____ or Scene ____ Give a brief description of entry _____

____ Division – Rotary District Clubs Only - Brief Description of Holiday Decoration that will be on display. _____

*******Displayer supplies artificial tree/wreath, all decorations/lights on or under tree/wreath. Bring an extension cord if needed. Signage: including name of group/individual and Tree/wreath/Gingerbread and Gnome Creation name.**

Silent Auction (which division) _____ Yes _____ or NFS(not for sale) _____

Setup – Tues, December 5, 2023 between the hours of 2 pm – 6pm. (unless arrangements are made) All areas must be kept clean and materials not used on tree must be taken. (Please respect hotel guests/employees with no excess noise) Final Instructions will be sent out about December 1, 2023 to registered participants.

****** All trees/wreaths/ Gingerbread creations, Gnomes decorations except Silent Auction trees/wreaths and winners must be picked up by Friday, December 29, 2023, unless arrangements are made.**

Cost: Free, if registered by December 1, 2023 \$10 after December 1, 2023 – make check payable to Westford FunFest if after December 1, 2023

Mail to Westford Family FunFest P. O. Box 134 Westford, MA 01886 or email to funfest@westford.org. You will be notified of acceptance in the Festival/Contest by email and given final instructions. Email any questions?
