



Mark your calendars! This year's Festival of Trees is a week earlier than normal and will be held November 19-23, 2019.

Greetings! It's already that time of year when our attention turns to tablescapes and traditions and we are calling all table decorators. We have been busy planning The Festival of Trees, 2019 Ladies Holiday Tea. This year we have a new committee that has many new ideas and surprises in store for our ladies. We would love to invite you to bring your creativity and elegance this year. Our contest for winning table decorations will also return so please don't miss this opportunity to showcase your talent. Prizes will be awarded for: People's Favorite, Most Festive, and Most Creative.

This year's Ladies' Holiday Tea is schedule for Saturday, November 23, 2019 from 1:00 pm to 3:00 pm, in the Rotunda at the L.E. and Thelma E. Stephens Performing Arts Center located at 1601 Bartz Way. 100% of the proceeds from the Ladies' Holiday Tea go toward funding instructional technology for Pocatello/Chubbuck School District #25, as well as helping teachers finance way to enhance the learning environment for learners.

Please return the table decorator registration form no later than November 1, 2019 to Shawna Sprague at the District Office, 3115 Pole Line Rd, email to spragush@sd25.us or fax to 208.235.3231.

Event set-up and decorating will be from 10:30 am to 12:30 pm. Each table accommodates ten people. The items listed below are those you may wish to provide for the table you decorate or they are available with prior arrangements through Chartwells.

- Cups/saucers
- Dinner plates
- Utensils
- Creamer/sugar set
- Table sloths/ napkins

It is customary for our table decorators to embellish their table presentations with a party favor for each of your table guests. If you do choose this option, please make sure your favor is wrapped or otherwise clearly marked so that the guest realizes she may keep it. Often, our decorators will make a treat, craft or put something on the table that is from their business.

Please note, the Performing Arts Center staff requires that no glitter or any material that is difficult to vacuum be used as part of the decorations. We ask that you promptly clear your table decorations immediately following the teat starting at 3:00 pm and be finished before 5:00 pm.

We appreciate your support and involvement in the Ladies' Holiday Tea and look forward to working with you in making our 2019 event a fantastic experience for everyone!

PRESENTED BY





Ladies' Holiday Tea Table Decorator Form

- Yes, I would like to decorate a table at this year's Holiday Tea.
- No, unfortunately, I am unable to decorate a table at this year's Holiday Tea.
- Yes, I am able to donate a raffle item.

Name _____

Business Name _____

Address _____

Contact phone _____

Email _____

Table name _____ (printed on table tent card)

Table theme (if applicable) _____

I would like to use the following from Chartwells (check desired items)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Cups | <input type="checkbox"/> Plates | <input type="checkbox"/> Utensils | <input type="checkbox"/> Creamer/sugar set |
| <input type="checkbox"/> Black napkins | <input type="checkbox"/> White napkins | <input type="checkbox"/> Black tablecloth | <input type="checkbox"/> White tablecloth |

Tickets are \$40 each and go on sale Friday, October 25, 2019 at 9:00 am. Would you like to be contacted regarding the purchase of ticket(s) for yours or another table? Table decorators often invite friends and family to buy tickets at the table they decorate.

- Yes – number of tickets _____
- No thank you

Comments or special requests _____

