

**2025** Festival of Trees  
Entry Guidelines and Timelines



**O'Connell**  
CHILDREN'S SHELTER

## Thank you for your interest in donating an item to the 2025 Lawrence Festival of Trees.

You will be a part of a cherished Lawrence tradition for thousands of families. Your donation will directly impact our community by raising funds to support O'Connell Children's Shelter, helping to enhance our residential, prevention, and foster care programs.

*This flyer contains the essential information you need to design your holiday creation.*

*Questions: email Maren at [marenl@oconnellcs.org](mailto:marenl@oconnellcs.org).*

### Tree Construction Guidelines

- Traditional Christmas and winter-themed trees are most popular but not required.
- Tabletop trees are no larger than 3 feet in height. All other trees should be between 3.5 and 7 feet.  
Email Maren at [marenl@oconnellcs.org](mailto:marenl@oconnellcs.org) to discuss a bigger tree.
- A tree skirt is required.
- Trees must be sturdy and stable with all decorations securely attached to the tree.
- We strongly prefer artificial trees. Any live trees are the responsibility of the donor to deliver to the purchaser.
- All trees must have lights. If using battery operated lights, provide extra batteries and label the location of the battery box.

### Wreath Construction Guidelines

- Traditional Christmas and winter-themed wreaths are most popular but not required.
- The maximum wreath size is 40 inches in diameter.
- Wreath and ornaments must be sturdy, stable, and constructed of durable materials.
- All decorations must be wired or glued to the wreath.
- All wreaths must have a way to hang them up: hook, loop, etc.
- All lights must be battery operated and include a set of extra batteries. Please label the location of the battery box.



### Gingerbread House Construction Guidelines

- Traditional Christmas and winter-themed houses are most popular but not required.
- The structure base should be sturdy enough to support the house.
- The base should not exceed 24" by 24".
- Construction should be edible, other than (optional) lighting. Consult with Maren for questions.
- All lights must be battery operated and include a set of extra batteries. Please label the location of the battery box.

### Important Dates

Pledge Forms due by Monday September 8  
Notice of acceptance by Monday September 15  
Final Profile due by October 20  
Set up days are November 24 and 25  
Viewing Hours are Friday November 28 through Sunday December 7  
Auction is weekend of December 5 (TBD)  
Tree delivery is Monday December 8