



JEREMIAH'S PROMISE
HOPE GROWS HERE

Neurodevelopmental Learning Center



Festival OF TREES

2025 Registration Process

How It Works



STEP 1: CHOOSE A SPONSORSHIP LEVEL

- Review the available sponsorship levels in the sponsorship packet (e.g., EXCLUSIVE Presenting Sponsor, Hope Sponsor, Tree Sponsor, etc.).
- Determine which level of sponsorship best suits your needs and budget.

STEP 2: COMPLETE THE SPONSORSHIP REGISTRATION FORM

- Fill out the Sponsorship Registration Form on our website's event page:
 - Sponsor Information:
 - Name of business, organization, or individual
 - Contact person's name, phone number, and email address
 - Mailing address
 - Sponsorship Level: Indicate the level of sponsorship you are selecting (e.g., EXCLUSIVE Presenting Sponsor, Hope Sponsor, Tree Sponsor, etc.).
 - Tree Details: If you are sponsoring a tree, provide details about your tree, such as theme ideas, whether you'll need an electrical outlet, and any special requests.
 - Payment Method: Follow the links on our website's event page to pay the sponsorship fee via our online payment portal.

STEP 3: SUBMIT THE FORM AND PAYMENT

- Submit the completed Sponsorship Registration Form by the deadline (typically a few weeks before the event).
 - **Online:** Follow the instructions to submit the form and your payment online, and we will send you an electronic receipt.
 - **Email:** If you are unable to complete payment with a credit card through the online portal, you may email Vanessa Smith at info@jeremiahspromisecenter.com to request a QuickBooks invoice.

STEP 4: CONFIRMATION

- Once your registration and payment have been received, you will receive a confirmation email or letter from the event coordinator. This confirmation will include:
 - **Receipt of Payment**
 - **Confirmation of Tree Sponsorship:** A summary of your tree sponsorship and any special requirements.
 - **Setup Instructions:** Information on tree setup dates, times, and guidelines.
 - **Contact Information:** Details on who to reach out to if you have any questions leading up to the event.

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STEP 5: TREE SETUP

- Arrive at the venue on the designated setup date and time to decorate your tree. Bring all necessary decorations, lights, and other items with you.
- Follow the provided tree guidelines to ensure your tree is safely and beautifully decorated.

STEP 6: ENJOY THE EVENT

- Attend the Festival of Trees event and enjoy the festivities! Encourage your friends, family, and colleagues to visit your tree and participate in the auction.

STEP 7: POST-EVENT

- After the event, the auction winners will arrange for tree pickup or delivery. If your tree does not sell at the auction, you will be notified about the removal or donation process.

IMPORTANT DATES TO REMEMBER:

Registration Deadline	Wednesday, November 26, 2025
Tree Setup Date	Thursday, December 4, 2025 After 2:00 p.m.
Event Date	Friday, December 5, 2025 6:00 - 8:00 p.m.
Tree Removal Date	Saturday, December 6, 2025 10:00 a.m. - 3:00 p.m.

CONTACT INFORMATION

For any questions regarding the registration process, please contact:

Name	Vanessa Smith
Phone	(912) 782-0698
Website	www.jeremiahspromisecenter.com
Email	info@jeremiahspromisecenter.com



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Thank You
FOR YOUR SUPPORT!