



CHARITY WREATH AUCTION

INFORMATION GUIDE

Event Information	
Event Date	Auction Launch Date: Monday, December 1, 2025 Auction Close Date: Monday, December 8, 202
Event Time	Lights On Display - <ul style="list-style-type: none"> Monday, Dec 1, 2025 - 5:00 PM - 8:00 PM Library Hall Display - <ul style="list-style-type: none"> Dates: Tuesday, Dec 2, 2025 - Saturday, Dec 6, 2025 Hours: Monday-Friday 9 AM-9 PM; Saturday 9 AM-6 PM
Location	Initial Display at Lights On - City Center Park Ongoing Display at Orem Public Library Hall
Overview	<p>The Orem Events Commission and the City of Orem jointly determine the cause or purpose that will benefit from the 2025 Lights On - Wreath Auction. This charity auction features holiday wreaths, designed and crafted by community members in accordance with the annual theme. Wreaths are donated to be auctioned. Community members, businesses, and organizations are invited to participate in the silent auction. All proceeds from the auction are collected by the Orem Community Foundation and allocated to support the chosen cause for the year.</p>



Beneficiary	Gold Star Families Memorial Monument - The Gold Star Memorial will be dedicated as a memorial to honor the families of Orem's servicemen and women whose lives were lost in defense of our nation. The memorial will be located in the Freedom Plaza at the Orem City Center.
Theme	An American Christmas.

Timeline	
Date	
October 10, 2025	Applications Open
November 15, 2025	Applications Close
December 1, 2025	Wreath Drop-Off Date Itemization of Expenses Form Due
December 1, 2025	Initial Display and Auction Open Date - Lights On - City Center Park
December 1-7, 2025	Open Online Auction
December 7, 2025	Closing Date at 12 pm
December 8, 2025	Winners Declared Wreath Pick-up



Rules and Guidelines

Wreath Applications:

Applications are open to community members, artists, and local businesses. The first 25-30 wreaths will be accepted for this inaugural year.

Application includes:

- Designers' contact information
- Description of proposed design
- Wreath Name
- Dedication Name (optional)
- Dedication statement (optional)
- Rules and Guidelines Acceptance

To apply, please visit: <https://seam.ly/ZOuXui3z>

Wreath Theme:

An American Christmas

This year, we commemorate the 250th anniversary of the signing of the Declaration of Independence and the birth of our nation. Wreath designs should celebrate the principles, values, and people of the United States of America.

Please note the following design guidelines:

- Wreaths designed for general audiences tend to sell best.
- Wreaths addressing controversial issues or views may not sell as well, and it is not the purpose of this community activity.
- All designs must be respectful and suitable for a general audience.



Wreath Decorating Guidelines:

Specifications -

- New artificial wreaths only
- 22" - 30"
- Must be sturdy and of high-quality materials

Design -

- Lights must be new and wired on
- If using battery-operated lights, include extra batteries
- All decorations must be nonflammable and wired onto the wreath
- Ornament caps must be glued on
- Weight not to exceed 20 pounds
- All items displayed with the wreath will be sold as part of the wreath

Dedications -

- Wreaths may be dedicated to individual(s) or the purposes of the designer's choice
- Dedication statement must be 10 words or fewer

Prohibited Items

- Items featuring tobacco, alcohol, weapons, or adult content
- Offensive language, images, or symbols
- Live plants, sand, water, globes, or water features
- Advertising or promotional product displays
- Glass or glass ornaments

Display -

- Wreaths will be displayed on easels provided by the Orem Community Foundation



- Please ensure that all decorations are secured to the wreath and do not weigh more than 20 lbs

Donation Forms

Itemization of Expenses:

Please track the items and expenses on the provided form. This will become your receipt of donation for tax purposes.

The Itemization of Expenses form will be due on December 1, 2025, when you drop off your wreath.

Contact Information

Please contact the Lights On Committee with any questions you may have.

Eventscommission@orem.gov

801-229-7467

Lights On



ITEM DESCRIPTION:	QTY	VALUE
TOTAL		

Name (Printed):

Signature:

Date: