



BILLERICA HOLIDAY FESTIVAL

2017



HOME FOR THE HOLIDAYS DISPLAY & RAFFLE

GUIDELINES FOR GIVING

Again, the Billerica Holiday Festival Committee wishes to express our extreme gratitude for your support of the Home for the Holidays Display and Raffle. In order to ensure the items in the raffle are properly displayed and secure, please review our Guidelines for Giving below:

- All items should be new. (Exceptions, of course, for items that are meant to be of an antique or weathered nature.)
- **Anything** that is loose (gift cards; lottery tickets; game tickets; smaller prizes; unwrapped toys; etc) should be either replicated, if possible, or somehow described somewhere on the item. The Library will gladly store these items in a safe until the item is won and claimed.
- If we will be holding raffle items in the safe for you, please place them in an envelope clearly marked with your name, a list of the items in the envelope, and the value of the items included.
- Items that are in a basket should be shrink-wrapped or wrapped in cellophane and, if possible, be accompanied by a list of the items in the basket for easy reference.
- If you are decorating a tree, please try to refrain from having loose items under the tree. We **strongly encourage** you to shrink-wrap or wrap in cellophane any items that are to be loose or placed under a tree.
- If you are decorating a tree, please try to refrain from placing candy on the tree. If candy canes and/or other types of candy are to be part of the raffle items, we can try to store them in our safe or we can make other arrangements with you for winner pickup of the items once the winners are announced.

Thank You!