

**DESIGNER CHECK-IN FORM**

**SLI  
Festival of Trees  
November 30 - December 3, 2017**

**Please complete the following and bring on set-up day, November 28:**

**Name of Company/Group/Individual** *(Print Name as it appeared on your Designer Contract)*

---

**Cost of tree, wreath, mantlescape, tablescape, or porchscape**      \$ \_\_\_\_\_

**Cost of decorations, garland, ornaments, etc.**      \$ \_\_\_\_\_

**Cost of lights**      \$ \_\_\_\_\_

**Cost of items for under the tree or with wreath**      \$ \_\_\_\_\_

***TOTAL COST of Entry***      \$ \_\_\_\_\_

List the location and details of any lights that are battery operated and need to be turned on manually:

---

---

---

List of items and gift certificates included or underneath with your entry:

---

---

---