



# 2023 Trees Program and Registration

November 17–19, 2023

Suncor Community Leisure Centre at MacDonald Island Park





# Message

## from the Director of Development

We are delighted you are interested in submitting a Live Auction Tree to the Northern Lights Health Foundation's Festival of Trees, presented by Syncrude! The trees are always a highlight of this weekend long event and bring so much joy to everyone throughout the events. This year, the Festival of Trees takes place November 17 – 19, 2023 at the Suncor Community Leisure Centre at MacDonald Island Park.

The trees for the Festival of Trees tree program presented by Suncor will be set up on Wednesday and Thursday November 15 and 16 at the venue. They will be on display throughout the Festival, giving the community a chance to admire them. Each tree will have a sign with your tree's description, including your name or logo. All Live Auction Christmas trees will be auctioned off during the live auction portion of the Festival of Trees Gala, Saturday, November 18.

As always, the space is limited and it is necessary to enforce a limit to the amount of trees accepted for the live auction. As a result, Auction Trees submitted past the

32 Live Auction Tree limit will be included in the weekend long Silent Auction. Please submit your interest early.

Donors are encouraged to submit a tree that offers an "experience" to the winning bidder. This will help your tree go for a higher value, making your gift to healthcare that much more impactful! Past examples include: trip packages, tickets to events, gift certificates, etc. Remember that experiences do not always have to be "expensive" – a little creativity and originality goes a long way!

Please submit your tree registration to me as soon as possible. The final deadline is October 13, 2023. Please include as much detail as possible (see tree criteria and set-up information included). If you have any questions at all, do not hesitate to contact me.

On behalf of the patients, volunteers, Alberta Health Services staff and all of us here at the Health Foundation, thank you for supporting our vision, "Strong healthy communities - Together." We are looking forward to seeing you at the Festival of Trees to celebrate Christmas in Wood Buffalo!

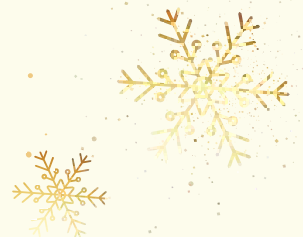
**Lorna Ash**

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# *Festival of Trees*

## TREE PROGRAM

Presented by:



### TREE CRITERIA

#### Set-up Times:

Decorating will take place at MacDonald Island on **Wednesday, November 15 from 3 p.m. – 8 p.m.** and **Thursday, November 16 from 9 a.m. – 5 p.m.** Set-up times are non-negotiable.

#### Tree Criteria:

- Christmas trees must be between 5<sup>ft</sup> and 9<sup>ft</sup> tall.
- The tree and any items included with it must fit on the 4<sup>ft</sup> X 4<sup>ft</sup> stage provided by the Health Foundation.
- It is the donor's responsibility to ensure that all aspects of their donation are displayed in a safe and secure manner.

- If a donor wishes to add items to the tree, it is the donor's responsibility to ensure these items and their respective boxes are properly tagged with the tree name and number (tree number provided during set-up). This ensures all donated items will be packed and delivered to the appropriate buyer. Valuables such as jewelry, electronics and gift cards will be checked in as inventory on arrival of tree set up and stored in a secure space. Item packaging can be displayed under the tree if you wish.
- The final decision of what constitutes a live auction item and which auction it is

featured in will be at the discretion of the Health Foundation.

#### Responsibilities of Auction Donors:

- All trees, wreaths, and swag must be of artificial, fire retardant material.
- Items designed and/or decorated become the property of the Health Foundation and will be available for auction during the Festival weekend. Unsold items remain the property of the Health Foundation.
- All articles, tree, skirt, and decorations must be new materials unless otherwise approved by the Foundation.





- All tree stands must be metal. Plastic stands are unreliable and often break during transporting.
- All trees must be artificial and CSA approved.
- Lights must be CSA approved and must be parallel circuit system (the type that will remain lit if one goes out).
- Only mini lights are to be used, with replacement bulbs taped to the cord at the plug in. Please identify the final plug in site in a readily visible manner so the new owner can find it easily.
- Extension cord(s) must be provided and will be part of the finished entry.

- All decorations must comply with fire, building, and health codes.
- All decorations, lights and trim must be wired to the tree or item to ensure stability during delivery.
- Fragile decorations are not recommended due to difficulties in transportation.

**Authorized Signature:  
I have carefully read  
and understand my  
responsibilities as a live  
auction donor.**



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Signature

Date



# Tree Submission Details

## CONTACT INFORMATION

Presented by:



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Contact Name

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Telephone

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Company/Organization

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Mailing Address

### Tree Sponsorship Publication Details:

Please provide the following information exactly as you would like it to appear in our social media, publications, and online auction site:

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Tree Name

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Tree Designer(s) Names(s)

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Promotional Description: Please provide a fun promotional description of your tree in 40 words or less:

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# Tree Gifts

- A) If there is more than one contributor, please identify the contribution value of each
- B) Please clearly list ALL gifts include with your tree. This information will be used for auction materials

It is important to be precise so that the value of your submission is clearly and accurately advertised. This important list of items will be given to the successful bidder to use as a reference for claiming their gifts.

| DETAILS OF GIFTS AND/OR SERVICES PROVIDED    | RETAIL VALUE |
|--|--------------|
|  |              |
| Total Retail Value of Gifts and/or Services: | \$           |
| What is the value of your decorations:       | \$           |
| TOTAL VALUE (Gifts and Decorations):         | \$           |