

# 2024 Tree Program & Registration

**November 15–17, 2024**

Suncor Community Leisure Centre at MacDonald Island Park



NORTHERN LIGHTS  
**Health  
Foundation**



Northern Lights Health Foundation  
7 Hospital Street, Fort McMurray, AB T9H 1P2  
Office: 780-791-6041  
Charitable Registration Number: BN 107395030 RR0001  
Incorporated in Alberta March 1985



# Join the Festivities at the Northern Lights Health Foundation's Festival of Trees!

We are thrilled to invite you to submit a Live Auction Tree to this year's Festival of Trees, presented by Suncor! This beloved event, held from November 15–17, 2024, at the Suncor Community Leisure Centre, MacDonald Island Park, promises to be a weekend full of joy and festive cheer.



The tree program is the central element of Festival of Trees and, as we have seen in the past, tree decorators are endlessly creative, and each year offers unique trees for auction purchase. Trees can be submitted by community groups, businesses, individuals, schools, service organizations, and friends and families. Trees at all values will be gratefully accepted and are expected to bring a great deal of bidding action at the Festival Gala. Tree value will be capped at **\$20,000** for GIK Sponsorship Recognition purposes and proof of value must be submitted.

## Key Highlights:

- Setup Dates: November 13 and 14, 2024.
- Display: Your beautifully decorated tree will be showcased throughout the Festival, with a sign featuring your name or logo.
- Live Auction: The grand auction will take place during the Festival of Trees Gala on Saturday, November 16.



## Submission Details:

- Limited Spaces: Only 32 Live Auction Trees will be accepted, so submit your interest early to secure your spot. Trees submitted after the limit will be included in the Silent Auction.
- Enhance Your Tree: Add an "experience" to increase its auction value—think trip packages, event tickets, gift certificates, or any creative and original ideas!

## Registration Deadline: October 18, 2024.

Your participation supports our mission of "Strong healthy communities – Together." On behalf of patients, volunteers, Alberta Health Services staff, and the Health Foundation team, we thank you for your generosity and look forward to celebrating the holiday season in Wood Buffalo with you!

For any questions or more information, don't hesitate to contact us.

Submit your tree today and be part of a magical experience!

## Jacqui Parlee

*Development and Stakeholder Relations Officer*

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# *Festival of Trees*

## Decorating and Setup Information



### Location:

MacDonald Island Fieldhouse

### Dates/Times:

3 p.m. – 8 p.m. Wednesday,  
November 13

9 a.m. – 5 p.m. Thursday,  
November 14

### Responsibilities of Tree Donors:

- Donors are responsible for ensuring their tree is displayed in a safe and secure manner.
  - Donors are responsible for tagging their tree items/boxes with tree name and number (number provided during setup). This ensures all donated items will be delivered to appropriate buyer.
  - Valuables such as jewelry, electronics and gift cards, will be checked in as inventory upon setup arrival and stored in a secure space. Item packaging or image can be displayed under the tree.
- ### Tree Criteria:
- Christmas trees must be 5ft – 9ft tall and CSA approved.
  - The tree and all items included must fit within a 4ft x 4ft space.
  - All tree stands must be metal. Plastic stands often break during transportation.
  - All trees, wreaths, and swag must be of artificial, fire-retardant material.
  - All decorations must comply with fire, building, and health codes.
  - All articles, tree, skirt, and decorations must be new materials unless otherwise approved by the Foundation.
  - Only mini lights can be used and must be CSA approved/parallel circuit system (will remain lit if one goes out). Replacement bulbs should be taped to the cord by the plug in and visibly identify the plug-in site so the buyer can easily locate.
  - Extension cord(s) must be provided and will be part of the finished entry.
  - All decorations, lights and trim must be wired to the tree (or item) to ensure stability during delivery.
  - Fragile decorations are not recommended as there is a high risk of damage during delivery to the buyer.

**\*The final decision of what constitutes a live auction tree or silent auction item will be at the discretion of the Health Foundation. 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.**

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

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Signature

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Date

# Tree Submission Details



## CONTACT INFORMATION

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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) Name(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 specify the contribution value of each.
- B) Clearly list ALL gifts included with your tree. This information will be used for auction materials.

It is crucial to be precise to ensure the value of your submission is accurately advertised. This list will be given to the successful bidder as a reference for claiming their gifts.

DETAILS OF GIFTS AND/OR SERVICES PROVIDED	RETAIL VALUE
Retail Value of Gifts and/or Services:	\$
Retail Value of your Tree, Tree Décor & Accessories (stand, lights, etc.):	\$
TOTAL VALUE:	\$