



Dear Festival Friend,

The 24th Annual Festival of Trees is rapidly approaching and once again we are asking designers to create and donate little trees, wreaths, table centrepieces and other creative items for a silent auction at this event. Please consider this your invitation to volunteer your time and creativity to support the Spirit of the North Healthcare Foundation through our Festival of Trees. Our theme this year is “Merry and Bright” celebrating the colour and vibrancy of the season!

Spirit of the North Healthcare Foundation’s mission is to raise funds to support initiatives that will bring exceptional healthcare services and healthcare providers to Northern British Columbia. To date, over \$4 million has been raised at the Festival of Trees to benefit healthcare in the North. Some examples of equipment purchased using Festival funds are: Surgical Laser System, Emergency Room Crash Carts, MRI, Special Care Nursery/NICU & Pediatrics Equipment, Surgical Lights, Infusion pumps for chemotherapy, Ultrasound and Endoscope, Ophthalmology Equipment, and the Spect CT Scanner.

The 24th Annual Festival of Trees opens on Friday, November 24th and runs until Sunday, December 3th at 4:00 pm. Enclosed you will find the Wreaths and Little Trees Designer Agreement. To indicate your participation in the event, and to ensure space is reserved for you, we need this completed Agreement returned to us as soon as possible or before Friday, October 27th, 2017. The Agreement can be dropped off at the Foundation office located in the hospital lobby, faxed to (250) 565-2515, or emailed to Spiritofthenorth@northernhealth.ca. Please retain a copy of the Agreement for your records.

Please note that all wreath, little tree and centrepiece materials must be obtained by the sponsor and/or designer and the cost incurred for every item or decoration will be the responsibility of the sponsor and/or designer. This includes the wreath or tree. If requested on the Agreement, a donation receipt will be issued for the Gift-in-Kind value of your donated items when original receipts are attached to the document. As space is limited, little trees must be no larger than 4 1/2 feet high and wreaths must be no larger than 30 inches in diameter.

In recognition of your support, we are pleased to offer you a free adult admission to the Festival, which can be picked up when you deliver your tree or wreath. **All donations need to be delivered to the Civic Centre on Wednesday, November 22nd between 9:00 am and 6:00 pm.** If this date does not work for you, please contact Leeann Cooper or the Foundation office to make alternate arrangements.

We thank you for your spirit and support of the Spirit of the North Healthcare Foundation through Festival of Trees!

Sincerely,

Ameé Parisian
Client Relations Assistant
Spirit of the North Healthcare Foundation
250.565.2515 | spiritofthenorth@northernhealth.ca
www.spiritofthenorth.ca
Charitable Business No. 137869897

Leeann Cooper
Wreaths & Little Trees Chair
250-561-2092 (home) | 250-961-1576 (cell)
lamcooper@hotmail.com
www.festivaloftreespg.ca

2017 WREATHS & LITTLE TREES DESIGNER AGREEMENT



DEADLINE: Please return no later than October 27, 2017.

Return to: Spirit of the North Healthcare Foundation at 1475 Edmonton Street, Prince George, BC V2M 1S2

FAX: 250-565-2595 or EMAIL: Spiritofthenorth@northernhealth.ca

DESIGNER INFORMATION

Business Name: _____

First Name: _____ Last Name: _____

Mailing Address: _____ City / Postal Code: _____

Phone: _____ Email: _____

TYPE OF DONATED ITEM (tick one)

Little Tree Wreath Centrepiece Seasonal Planter Other Creative Item

Other Item Description: _____

Approximate Value (\$): _____

Title: _____

Designer(s): _____

Will you require an outlet for your entry? YES NO

Have you attached a name tag securely to your creation? YES

DESIGNER TERMS AND CONDITIONS

It is understood that I, the undersigned, agree to design, create and deliver a seasonal little tree, wreath, table centerpiece, seasonal planter or other creative item to the Spirit of the North Festival of Trees on Wednesday November 22nd at the Prince George Civic Centre between 9:00 am and 6:00 pm. I understand that this little tree, wreath or table centerpiece is a donation and I may receive a Gift-in-Kind receipt for tax purposes, if requested. The Spirit of the North Festival of Trees may display the donation, advertise the name of the sponsor/designer and dispose of the little tree or wreath by auction, raffle or donation.

AUTHORIZED SIGNATURE: I agree to sponsor a tree area for the Festival of Trees in accordance with the procedures and requirements outlined in this document.

Designer Signature: _____ Date: _____

WREATH AND LITTLE TREE DESIGNER TIPS



Your wreath/tree should convey a cohesive theme. Suggestions include: children/teens (stuffed animals, movies), holiday (Nutcracker, reindeer), religious (angels, Nativity), nostalgic and classic Christmas (home-made goodies, holiday traditions), sparkly (glitter, twinkle lights), winter sports (skiing, hockey), outdoors (lake, lodge), Christmas in different climates (tropical, North Pole), fine arts (drawing, music), miscellaneous (wine, electronics, chocolate, coffee, gardening)...

Try to exceed the expectations of the audience. Excite the imagination of the viewer by including things like colour, sparkle, contrast, texture, an unexpected element.

Consider your prospective silent auction buyers. Most purchasers are individual buyers who are looking for wreaths or trees to decorate their personal home or the house of a family member. Some purchasers are business buyers who are looking for items that will enhance the business office, lobby or showroom. Some purchasers are looking for items to donate to their favourite non-profit organizations, schools or hospital departments.

Your beautiful wreath or tree will be picked up or moved an average of three times. All decorations, lights, etc. need to be wired to your donation with florist wire to prevent damage and to help ensure that it arrives to its final destination looking as good as it did upon delivery to the Civic Centre. A four inch piece of floral wire can be wrapped firmly and tightly around the decoration using two twists. Remember to use the same colour of wire as the colour of your wreath or tree. Ornaments with an inserted or slip-on hanging attachment must be glued where the two pieces meet so the ornament cannot slip off its hanger. Fragile glass ornaments should be used cautiously as they may break when the wreath or tree is moved.

A variety of materials can be used to fill empty spaces, add shape or cover a tree trunk. Suggestions include: baby's breath, garlands, ribbon wraps and bows, raffia, tulle, pine cones, dried flowers, a string of lights, etc.

Ribbon selection is important. Bows can give the finishing touch to your donation at a minimum cost. Florist wire ribbon is easiest to tie. Fabric ribbon is only printed on one side and is stiff and difficult to tie. Velvet is beautiful but because it is thick, it is more difficult to tie. The wider the ribbon, the more yardage it takes to make a nice bow. It takes two or three yards to make a nice bow.

Attach a temporary tag to your creation so that the Festival Committee can match it with the permanent one that is being made for the Festival display. The tag should include the wreath or tree's name, business sponsor (if there is one) and designer name(s). Approximate value is also helpful so that a starting bid can be calculated.



2017 WREATHS & LITTLE TREES GIFT-IN-KIND FORM



Only complete this portion if you require a charitable donation receipt. Attach original receipts.

Please itemize the donated supplies with their value. This value is before taxes. Return to the Spirit of the North Office:
 1475 Edmonton St. Prince George, BC V2L 1S2 | FAX: 250.565.2595 | EMAIL: Spiritofthenorth@northernhealth.ca

Issue Gift-In-Kind Receipt to:

Business / Individual Name & Address: _____

Purchased Item	Where purchased	Value without taxes
Example: 12 red ornaments	The Bay	\$25.00
Total value of the donated items:		