

# TREE DECORATOR INFORMATION FOR GIFT IN KIND TREES 2022 FESTIVAL OF TREES

Welcome to year 29 of our tree program! Some of you have decorated trees for us through the years and we are forever grateful for the time, talent and energy you put into your gift to raise money for our hospital. The trees have always been the heart of our Festival.

## PICKING YOUR TREE

- ❖ **Purchase a tree yourself from one of our local businesses or online.** Ensure that the tree you buy has a **good metal stand and a strong stem.** Your finished tree will do a lot of travelling and it's very difficult to deal with broken trees. Keep your receipt in case we must return or exchange a defective tree. Contact us if you have any questions about obtaining a good tree.

## INFORMATION NEEDED BY NOVEMBER 4<sup>TH</sup>:

- ❖ For signage on site and print material we require a completed Sponsorship Agreement Form containing the following information:
  - Name of your tree
  - Decorator's name(s)
  - A brief description of your tree, including the height and any items or gifts you may be placing underneath your tree.
  - Fair market value of the tree and any items belonging to it. Trees must have a retail value of at least \$750, up to \$2000.

## DATES TO DECORATE ON SITE OR DELIVER YOUR TREE TO WESTERNER PARK

- ❖ **Wednesday, November 23 9am - 8pm – Parkland Pavilion**
- ❖ Carts will be available for your items
- ❖ Our event will take place in Parkland Pavilion on Westerner Park. Enter the Park off 19<sup>th</sup> street; drive passed the Donald Administration Building towards the parking gates, turn left as soon as you pass through the parking gates (no charge for parking). Park in the lot located near the campground washrooms and enter through the overhead door of the Parkland Pavilion on the east side of the building.
- ❖ If you have decorated your tree off site it can be delivered during the above times. You will need to place and fluff your tree yourself after you check in.

## CHECK IN:

**After you arrive and before you start decorating,** check in at the tree/silent auction receiving table. A Festival volunteer will secure your tree stand to a wooden pallet and place a metal rod inside or next to the stem to support your tree for delivery. (This applies to all trees, including those already decorated off site.)

- ❖ A volunteer will assist you in finding your spot in the tree room. There will be a paper marker on the floor with your name.

### WHAT TO BRING:

- ❖ **Wear comfortable shoes.**
- ❖ Bring everything you will need to decorate including ladders or stools, wire (26 gauge) and wire cutters as these items are in high demand.
- ❖ Supply your own extension cords and any optional accessories you may choose to use, such as spotlights.
- ❖ Provide a tree skirt or covering for your stand.

### DECORATING TIPS & INFORMATION:

- ❖ Most trees are pre-lit but if not, the rule of thumb is 75-100 lights per foot.
- ❖ **\*\*\*VERY IMPORTANT\*\*\*** Delivery trucks are 8' high. **Trees over 8' must be decorated and wired so the top section of the tree can be easily removed for delivery.** Ask about this on site if this applies to you.
- ❖ Wire and secure all decorations to your tree using **26 gauge wire**. Remember to bring your own wire and wire cutters.
- ❖ Rotating stands may be used on site but must be removed for delivery, please leave original metal stand with the tree.
- ❖ Flatten boxes and discard in the recycling bins provided.
- ❖ Keep larger boxes that are in good condition for packing up items under your tree, if necessary. Label boxes with the tree name. Leave original boxes for special items that need repackaging (ex. TVs, coffee machines, toys, loose decorations, etc.)
- ❖ Take all extra decorating items with you when you leave, or it may get packed on our trucks and will not be available again until next year.

IF YOU HAVE ANY TREE QUESTIONS, PLEASE CONTACT:

Red Deer Regional Health Foundation

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