



# Rock River Hospice & Home

## Festival of Trees

2706 Avenue E, Sterling, IL 61081\* 815-625-3858 \* Fax 815-625-6152  
www.hospicerockriver.org

August 24, 2018

Dear Festival of Trees and Rock River Hospice & Home Supporter,

The 29<sup>th</sup> Annual Festival of Trees, sponsored by Rock River Hospice & Home and CGH Medical Center is November 13-18, 2018. The Festival will be returning to Northland Mall and we invite you to join us by decorating a Friendship Tree (3' tree) which will be on display during the event.

There are a **limited number of trees** available this year and will be assigned on a first come, first serve basis. The trees are 3' and are un-lit. We ask you to please include lights on your tree and consider the lights along with your decorations as your contribution to the Festival of Trees. If you choose, you may also supply your own tree (**size must be 3 ft. or smaller**). Attached is a registration form which must be returned by **October 12**.

Once your form has been submitted you will be notified you are a decorator for this year's holiday event. Trees will be available at the hospice office (**2706 Avenue E, Sterling**) beginning September 4 and can be picked up between the hours of 8 a.m. and 5 p.m., Monday-Friday. We look forward to seeing your creative masterpiece at this year's Festival of Trees! If you have any questions, please feel free to call Brenda Vanhorn at 815-625-3858. You can also email your form to [brenda@hospicerockriver.org](mailto:brenda@hospicerockriver.org).

Thank you for considering decorating a tree for this year's Rock River Hospice & Home Festival of Trees event.

Sincerely,

*Brenda Vanhorn*

Brenda Vanhorn  
Friendship Tree Co-Chair

*Sally Douglas*

Sally Douglas  
Friendship Tree Co-Chair

*Festival of Trees*  
*Presenting Sponsors*





## 2018 Friendship Tree Decorator Guidelines

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Decorated Friendship Trees will be on display at the 2018 Festival of Trees event at **Northland Mall**, November 13-18. A limited number of trees are available to be provided this year and will be assigned on a first come first serve basis. All trees provided by RRHH are un-lit. We ask that if you please add lights and include it as part of your decoration contribution. If you choose, you may also provide your own tree (trees must be 3 ft. or smaller). On the registration form please indicate if you would like RRHH to provide your tree or if you will be providing your own.

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- Decorators are encouraged to create holiday inspired themes for their item(s).
- Trees can be picked up at the Rock River Hospice & Home office, 2706 Avenue E, Sterling, beginning September 4 between the hours of 8 a.m. and 5 p.m., Monday-Friday. Please call before coming so we can have your tree ready, 815-625-3858.
- Decorated trees will need to be delivered to Northland Mall on Sunday, November 11 between the hours of Noon and 5 p.m.
- Do not request additional funds from Festival of Trees sponsors or donors. All solicitation is coordinated by Rock River Hospice & Home to be less invasive of business environments and to comply with the United Way Campaign black-out period.
- All donations are considered charitable, tax deductible donations to Rock River Hospice & Home. Upon request, Hospice will provide proper documentation for your tax records.

**For more information or questions please contact:**

**Brenda Vanhorn**  
**815-625-3858**  
**[brenda@hospicerockriver.org](mailto:brenda@hospicerockriver.org)**



## 2018 Friendship Tree Decorator Information

Please return this form by **October 12**. Mail to Rock River Hospice & Home, Brenda Vanhorn - Friendship Trees, 2706 Avenue E, Sterling, IL 61081 or email to [brenda@hospicerockriver.org](mailto:brenda@hospicerockriver.org). The information will be included in the 29<sup>th</sup> Annual Festival of Trees event booklet and auction sheets during festival week. If you have any questions, please contact Brenda Vanhorn at 815-625-3858.

**Decorator(s) Name** \_\_\_\_\_

*(Name to be used in Festival event booklet and auction sheets)*

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email** \_\_\_\_\_

**I want to decorate a Friendship Tree this year: (check the options below that apply)**

\_\_\_ 3' Tree provided by RRHH \_\_\_ I will provide my own tree. Please indicate size: \_\_\_\_\_

- I am not interested in decorating a tree this year, but would be interested in decorating a wreath or doorpiece for the auction and/or Country Store.
- I am interested in making a monetary or in-kind donation to the Festival of Trees. Please contact me.
- I am interested in becoming a Festival of Trees volunteer. Please contact me.

**My item's theme** \_\_\_\_\_

*(NOTE: This information is used in the event booklet and auction bid sheets. It also helps to identify your tree.)*

**Special notes about your item** *(Include information as to the importance of the theme, if ornaments are handmade, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In Memory of** \_\_\_\_\_

**In Honor of** \_\_\_\_\_

**Return this form by October 12**  
**Email to: [brenda@hospicerockriver.org](mailto:brenda@hospicerockriver.org)**  
**Mail to: Rock River Hospice & Home, Brenda Vanhorn - Festival of Trees,**  
**2706 Avenue E, Sterling, IL 61081**

