



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, 2020

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

While the COVID-19 pandemic has the nation and our area under new guidelines and restrictions, the safety and well-being of our staff, volunteers, contributors and the public is our top priority. So, the Festival of Trees will take a new approach in 2020.

The event is not cancelled, but each area has been modified. The traditional set-up and display for the weeklong event will look different. **First**, our Country Store will be open at the mall with guidelines for masking, social distancing, sanitizing, and capacity restrictions. **Second**, all items that are typically on display and up for bid during the week, will be featured in a virtual online 5-day auction, November 17-21, 2020. **Third**, a limited number of trees will be displayed in empty store front windows for viewing only.

How does this effect the trees and tree decorating? A limited number of Large Trees and Friendship Trees will be allowed to be decorated and displayed in some of the empty storefronts for public viewing at Northland Mall. Multiple view photos will be taken of each creation and included in our online auction.

How will this be accomplished? We will be limiting the number of **Large Trees to a maximum of 8** and the **Friendship Trees to a maximum of 20**. All trees will be assigned on a first come, first serve basis.

- 1. Large Trees** - If you are planning and want to decorate a large tree you **must call or email me** to reserve your spot and tree size. Once we reach our limit, no more trees will be accepted for this year. Decorator forms will then be forwarded to you to fill out and return. If you are asking RRHH to provide you a tree, a \$25 donation is suggested. On-site decorating will be done with scheduled days and times to provide social distancing and prevent overcrowding the week of **November 2-7, 2020**. You will be contacted in mid-to-late-October to schedule your date and time. This must be done early to allow us time to get photos taken, additional signage created, descriptions written, and everything uploaded to the auction site, which is planned to be live and open for bidding November 17-21, 2020.
- 2. Friendship Trees** – If you want to decorate a Friendship Tree, you **must call or email me** to reserve your spot and tree. Once we reach our limit, no more trees will be accepted for this year. Decorator forms will then be forwarded to you to fill out and return. If you are asking RRHH to provide you a tree, they will be available **for pick-up beginning September 15** at the RRHH office, Monday-Friday, 8 a.m.-5 p.m. All decorated trees will need to be delivered to the mall during the week of **November 2-7, 2020**. You will be contacted in mid-to-late-October to schedule a delivery day and time. This must be done early to allow us time to get photos taken, additional signage created, descriptions written, and everything uploaded to the auction site, which is planned to be live and open for bidding November 17-21, 2020.

We appreciate your support, patience and understanding as we work through these changes together. If you have questions please feel free to call RRHH at 815-625-3858 or email karen@hospicerockriver.org.

Sincerely,

Karen Voss

Karen Voss

Rock River Hospice & Home

Festival of Trees

November 12-21, 2020





2020 Friendship Tree Decorator Guidelines

A limited number of decorated Friendship Trees will be on display for the 2020 Festival of Trees at **Northland Mall**. All trees will be included in an online auction set to run live November 17-21, 2020. A maximum number of 20 Friendship Trees will be accepted this year. **You must call or email me to reserve your spot and tree. Decorators accepted on a first come, first serve basis.** All trees provided by RRHH are un-lit. We ask that 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.

- Decorators are encouraged to create holiday inspired themes for their item(s).
- Trees provided by RRHH can be picked up at Rock River Hospice & Home, 2706 Avenue E, Sterling, beginning **September 15** between the hours of 8 a.m. - 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 during designated days and times the week of **November 2-7, 2020**. You will be contacted in mid-to-late October with available days and times.
- 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:

Rock River Hospice & Home
815-625-3858
karen@hospicerockriver.org



2020 Friendship Tree Decorator Information

Please return this form by **October 12**. Mail to Rock River Hospice & Home, Friendship Trees, 2706 Avenue E, Sterling, IL 61081 or email to karen@hospicerockriver.org. The information will be used to create a narrative description for the online auction and display information about your tree. If you have any questions, please contact RRHH at 815-625-3858.

Decorator(s) Name _____

(Name(s) to be credited as decorators or online narrative and display 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. (must be 3' or smaller)

- I am not interested in decorating a tree this year, but would like to make a monetary or in-kind donation to the Festival of Trees. Donation: _____

My item's theme/title _____

(NOTE: Information will be used for the online auction and display information to identify your tree.)

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

In Memory of _____

In Honor of _____

Return this form by October 12
Email to: karen@hospicerockriver.org
Mail to: Rock River Hospice & Home - FOT
2706 Avenue E, Sterling, IL 61081

