



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





Festival of Trees 2020 Decorator Guidelines

A limited number of Large Decorated 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 8 large trees will be accepted this year. **You must call or email me to reserve your spot and tree size. Decorators accepted on a first come, first serve basis.** Trees may be decorated by a business, group or individual. On the registration form please indicate the size of the tree being decorated and if you are providing your own tree. **If Hospice provides the tree there is a \$25 suggested donation.**

- Decorators are encouraged to create holiday inspired themes for their item(s).
- Decorators are encouraged to decorate trees on-site at Northland Mall during a specifically scheduled day and time during the week of November 2-7, 2020. You will be contacted mid-to-late October to set your day and time.
- Decorators can decorate trees in advance; however, delivery of the decorated tree to the mall is the responsibility of the decorator.
- **All tree stands/bases are required to be secured to a square 2 ft. x 2 ft. wood base for security and ease of moving and delivering trees.** If you are decorating a tree in advance or are providing your own tree, RRHH can provide a base for you or attach it for you in advance. Please call RRHH at 815-625-3858 to pick up a base for your tree or to make arrangements to have one put on your tree.
- ******All decorations, including tree toppers must be wired to the tree.** Trees are delivered by straight truck and this helps ensure the safety of the tree being delivered without broken ornaments or pieces.
- **Tree stands and bases need to be covered with skirting** and will be delivered with the tree unless otherwise noted.
- 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



Festival of Trees 2020 Decorator Information

Please return this form by **October 12**. Mail to Rock River Hospice & Home, Festival of 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 with your tree. If you have any questions, please contact RRHH at 815-625-3858.

Decorator Name(s) _____
(Name(s) to be credited as decorators for online narrative and display sheets.)

Address _____

City _____ **State** _____ **Zip** _____

Telephone _____

Email _____

- I would like Rock River Hospice & Home to provide my tree in a size indicated below. **Please note a \$25 fee is suggested.** (limited number of green trees available)
- I will provide my own tree. **And I understand I need to attach my tree stand to a 2 ft. x 2 ft. plywood base for shipping purposes.** Please indicate tree size. _____

I want to decorate the following size tree (rank your choices 1-4 with 1 the most preferred):

____ 7 / 7½ ' tree ____ 6 ½' tree ____ 5' tree ____ 4' tree

____ Set of downswept woodland trees (5', 4')

My item's theme/title _____

NOTE: This information will be used for the online auction and display information.

Special notes about your item *(Include information as to the importance of the theme, if ornaments are handmade, tree decorated in memory or honor of, etc.,) (use back for more space)*

Return this form by October 12

Email to: karen@hospicerockriver.org. OR

Mail to: RRHH, Festival of Trees, 2706 Avenue E, Sterling, IL 61081

