



Rock River Hospice & Home

Festival of Trees

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

August 21, 2018

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

The 29th 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 trimming a large tree which will be on display during the event. The trees will be assigned on a first come, first serve basis.

Attached is a registration form which must be returned by September 28. Rock River Hospice & Home has a **limited number of trees** available for decorating and will be assigned on a first-come, first serve basis. If you would like to use one of those trees a **\$25 donation is encouraged** to help off-set Festival of Tree expenses. You can also purchase your own tree to decorate; however, you will need to contact us to receive a wooden base for the tree stand to be mounted on prior to decorating.

Once your form has been submitted you will be notified you are a decorator for this year's holiday event. You will also be notified of the size of your tree if it is being provided by Rock River Hospice & Home. 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 RRHH at 815-625-3858 or 815-564-2243 (direct line) or email karen@hospicerockriver.org.

If you are interested in decorating a Friendship Tree, our 2 ½ ft. and 3 ft. trees, please call Brenda Van Horn at 815-625-3858 or email at brenda@hospicerockriver.org.

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

Sincerely,

Karen Voss

Karen Voss
Rock River Hospice & Home

Festival of Trees
Presenting Sponsor





Festival of Trees 2018 Decorator Guidelines

Large decorated trees will be on display at the 2018 Festival of Trees event at **Northland Mall** November 13-18. Only a limited number of trees are available to be provided this year and tree sizes will be assigned 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 recommended 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 scheduled decorating hours which are: Sunday, November 11 from Noon to 5 p.m. and Monday, November 12 from 10 a.m. to 5 p.m. All decorators need to check in at the information area in the center of the mall.
- Decorators can decorate trees in advance; however, delivery of the decorated tree is the responsibility of the decorator. All trees need to be in place by 5 p.m., Monday, November 12.
- **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 to attach. 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 / 815-564-2243 (direct line)
karen@hospicerockriver.org



Festival of Trees 2018 Decorator Information

Please return this form by September 28. 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 included in the 29th Annual Festival of Trees event booklet and auction sheets during festival week. If you have any questions, please contact RRHH at 815-625-3858.

Decorator Name(s) _____
(Name(s) to be used in Festival event booklet and auction sheets)

Address _____

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

Telephone _____

Email _____

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

___ 7 1/2' tree ___ 6 1/2' tree ___ 5' tree ___ 4' tree

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

- I would like Rock River Hospice & Home to provide my tree in a size indicated above. **Please note a \$25 fee is encouraged.** (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 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.

My item's theme _____

NOTE: This information is used in the event booklet and auction bid sheets.

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

Return this form by September 28
Email to: karen@hospicerockriver.org. OR
Mail to: RRHH, Festival of Trees, 2706 Avenue E, Sterling, IL 61081

