



Festival of Trees 2025 – Tree Sponsorship Guide

November 14–16, 2025

Suncor Community Leisure Centre
at MacDonald Island Park

NORTHERN LIGHTS
Health
Foundation



Northern Lights Health Foundation
7 Hospital Street, Fort McMurray, AB T9H 1P2
Office: 780-791-6041
Charitable Registration Number: BN 107395030 RR0001
Incorporated in Alberta March 1985

Join the Festivities at the Northern Lights Health Foundation's Festival of Trees!

We are thrilled to invite you to submit a Live Auction Tree to this year's Festival of Trees, presented by Suncor! This beloved event, held from November 14–16, 2025, at the Suncor Community Leisure Centre, MacDonald Island Park, promises to be a weekend full of joy and festive cheer.



Festival of Trees TREE PROGRAM

PRESENTED BY
SUNCOR

The LIVE Tree Auction is the Festival of Trees central element and, as we have seen in the past, tree decorators are endlessly creative, offering unique trees for auction purchase. Trees can be submitted by community groups, businesses, individuals, schools, service organizations, friends, and families. Tree Sponsorship Recognition Packages start at tree values of \$2,500 to a maximum of \$20,000. Proof of value must be submitted.

Key Highlights:

- Setup Dates: November 12 and 13, 2025.
- Display: Your beautifully decorated tree will be showcased throughout the Festival, with a sign featuring your name or logo.
- Live Auction: The grand auction will take place during the Festival of Trees Gala on Saturday, November 15.



Submission Details:

- Limited Spaces: 25 Tree Spots Available, so submit your interest early to secure your spot. Trees submitted after the limit will be included in the Silent Auction.
- Enhance Your Tree: Add an "experience" to increase its auction value—think trip packages, event tickets, gift certificates, or any creative and original ideas!

Registration Deadline: October 18, 2025.

Your participation supports our mission of "Strong healthy communities – Together." On behalf of patients, volunteers, Alberta Health Services staff, and the Health Foundation team, we thank you for your generosity and look forward to celebrating the holiday season in Wood Buffalo with you!

For any questions or more information, don't hesitate to contact us.

Submit your tree today and be part of a magical experience!

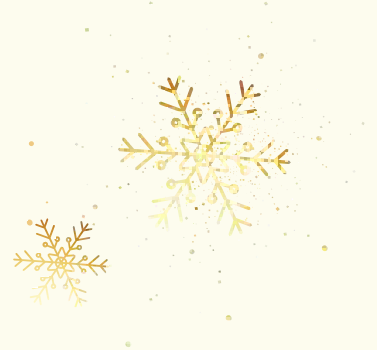
Jacqui Parlee

Development and Stakeholder Relations Officer

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Festival of Trees

Decorating and Setup Information



Location:

MacDonald Island Fieldhouse.

Dates/Times:

3 p.m. – 8 p.m. Wednesday,
November 12.

9 a.m. – 5 p.m. Thursday,
November 13.

Responsibilities of Tree Donors:

- Donors are responsible for ensuring their tree is displayed in a safe and secure manner.
- Donors are responsible for tagging their tree items/boxes with tree name and number (number provided during setup). This ensures all donated items will be delivered to appropriate buyer.
- Valuables (jewelry, electronics, gift cards) must be checked in and stored securely. Packaging or images can be placed under the tree for display.
- Tree sponsors may opt for a full-service design package: tree and décor purchased, designed, and installed by NLHF's contracted designer. Service fee: \$3,500.

Why Participate?

- Showcase Your Generosity
- Make a Bigger Impact
- Maximize Your Contribution

Tree Criteria:

- Christmas trees must be 5ft – 9ft tall and CSA approved.
- The tree and all items included must fit within a 4ft x 4ft space.
- All tree stands must be metal. Plastic stands often break during transportation.
- All trees, wreaths, and swag must be of artificial, fire-retardant material.
- All decorations must comply with fire, building, and health codes.
- All articles, tree, skirt, and decorations must be new materials unless otherwise approved by the Foundation.
- Only mini lights can be used and must be CSA approved/parallel circuit system (will remain lit if one goes out). Replacement bulbs should be taped to the cord by the plug in and visibly identify the plug-in site so the buyer can easily locate.

- Extension cord(s) must be provided and will be part of the finished entry.
 - All decorations, lights and trim must be wired to the tree (or item) to ensure stability during delivery.
 - Fragile decorations are not recommended as there is a high risk of damage during delivery to the buyer.
- *The final decision of what constitutes a live auction tree or silent auction item will be at the discretion of the Health Foundation. Items designed and/or decorated become the property of the Health Foundation and will be available for auction during the Festival weekend. Unsold items remain the property of the Health Foundation.**

Authorized Signature: By signing, I acknowledge and agree to the responsibilities as a Live Auction Tree Donor as outlined above.

Signature

Date

Tree Submission Details



CONTACT INFORMATION

Contact Name

Telephone

Company/Organization

Mailing Address

Tree Sponsorship Publication Details:

Please provide the following information exactly as you would like it to appear in our social media, publications, and online auction site:

Tree Name

Tree Designer(s) Name(s)

Promotional Description: Please provide a fun promotional description of your tree in 40 words or less:

*Once submitted, all decorated trees become the property of the Health Foundation and will be auctioned during the Festival of Trees Gala. Unsold items remain with the Northern Lights Health Foundation.

Tree Gifts



A) If multiple contributors are involved, specify the donation value of each.

B) List all gifts included with your tree. This list will be used in auction materials and provided to the successful bidder for claiming purposes.

Be precise—this helps with accurate advertising and tax receipting.

DETAILS OF GIFTS AND/OR SERVICES PROVIDED	RETAIL VALUE
Retail Value of Gifts and/or Services:	\$
Retail Value of your Tree, Tree Décor & Accessories (stand, lights, etc.):	\$
TOTAL VALUE:	\$