



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

FESTIVAL OF TREES 2025

Be Part of Something Magical!

The Northern Lights Health Foundation's Festival of Trees, presented by Suncor, is a cherished holiday tradition. We invite you to be part of the magic and make a lasting impact in our region by submitting a **Live Auction Tree** for this year's event!

Event Dates:

- November 14 – 16, 2025

Gala's Live Tree Auction:

- Saturday, November 15, 2025

Location:

- Suncor Community Leisure Centre,
MacDonald Island Park

Why Participate?

Showcase Your Generosity

We'll display your beautifully decorated tree throughout the Festival, along with a sign featuring your name or logo—highlighting your generous contribution to local healthcare.

Make a Bigger Impact

Trees are auctioned during the exclusive Festival of Trees Gala on November 15, directly supporting healthcare initiatives in our region.

Maximize Your Contribution

Add even more value to your tree by including an experience—like travel, event tickets, gift cards, or unique packages. These additions often drive higher bids and greater impact.



Festival of Trees TREE PROGRAM

PRESENTED BY
SUNCOR

Secure Your Spot:

- **NEW Limit:** 25 Tree Spots Available
- **Setup:** November 12 – 13, 2025
- **Registration Deadline:** October 18, 2025
- **Tree Package Details Deadline:** November 1, 2025

**Tree Package Details (name, value, itemized list of package contents, etc.) are critical for both tax receipting and the creation of marketing materials.*

***Submissions received after the deadline risk disqualification from the Live Auction and may be reassigned to the Silent Auction.*

Every tree donated helps us build a strong, healthy community.

On behalf of patients, healthcare workers, and volunteers, thank you for considering a gift that truly makes a difference this holiday season.

Join us in creating a magical and meaningful celebration—submit your Tree Sponsorship Agreement today!

For more details or questions, contact us anytime.

Jacqui Parlee

Development and Stakeholder Relations Officer

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LIVE AUCTION TREE GUIDELINES



Location

Suncor Community Leisure Centre
CNOOC Fieldhouse.

Setup Dates & Times:

- 5 p.m. – 8 p.m. Wednesday, November 12.
- 9 a.m. – 2 p.m. Thursday, November 13.

Tree Donor Responsibilities:

- Display your tree in a secure and stable manner.
- Label all items and boxes with the assigned tree name and number (provided at setup) to ensure proper delivery.
- Check in all valuables (e.g., jewelry, electronics, gift cards) upon arrival. We store these items securely and display only packaging or images under the tree.

Need a Tree Decorator?

If you'd prefer a done-for-you option, you can choose to have your tree and décor purchased, designed, and fully prepared by the Health Foundation's contracted designer. The service fee is \$3,500, and the final display will meet all auction and safety requirements—ready to shine at the event.

Tree Requirements:

Size & Safety:

- Use only artificial, fire-retardant trees, wreaths, and swag.
- Tree height must be between 5 ft and 9 ft.
- Fit your display within a 4 ft x 4 ft footprint.
- Use only metal tree stands—plastic stands are not permitted.
- Ensure the total tree value (tree, décor, and added items) meets or exceeds \$1,500.
- Use a height extender if your display includes items placed beneath the decorated tree.

Lights & Decorations:

- Use only CSA-approved mini lights with a parallel circuit. Tape spare bulbs near the plug-in.
- Include a 3-prong extension cord as part of your final display.
- Wire all decorations, lights, and trim securely to the tree to prevent shifting during transport.
- Avoid using fragile decorations, as they may not withstand delivery handling.
- Follow all applicable fire, building, and health codes when designing your tree.

Important Notes:

- Once submitted, your decorated tree becomes the property of the Northern Lights Health Foundation.
- The Foundation will determine whether it is placed in the Live or Silent Auction based on presentation and fundraising potential.
- Unsold trees will be retained for future use or community initiatives.
- Please submit copies of all receipts (tree, décor, and additional items) to support tax receipting and audit requirements.

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

Signature _____

Date _____

TREE SUBMISSION DETAILS



CONTACT INFORMATION

Contact Name

Telephone

Company/Organization

Mailing Address

Need a Tree Decorator?

Would you like your tree professionally designed by our contracted decorator for a \$3,500 fee?

*Includes tree, décor, full setup, and compliance with all auction and safety requirements.

Yes

No

Tree Sponsorship Publication Details:

Please provide the following information exactly as you would like it to appear in promotional materials:

Tree Name

Tree Designer(s) Name(s)

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

TREE GIFTS



A) If multiple contributors are involved, please specify each contributor's donation value.

B) Provide a detailed list of ALL gifts included with your tree.

This information will be used in auction materials and must be precise to ensure accurate advertising and appropriate tax receipting for your submission.

This list will also be provided to the successful bidder for reference when claiming their gifts.

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:	\$

*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.