



2026 TREE SPONSORSHIP GUIDE

November 13th -15th, 2026

Suncor Community Leisure Centre at MacDonald Island Park



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 2026

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!

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.

** 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.



Festival of Trees TREE PROGRAM

Presented by **SUNCOR**

Jacqui Parlee

Development and Stakeholder Relations Officer

E: Jacqueline.Parlee@ahs.ca

Office: 780-788-1559

Mobile: 780-792-1062

SPONSORSHIP RECOGNITIONS

Gift-in-kind sponsorships are essential to the success of Festival of Trees and receive the same recognition as monetary sponsors. The tree program is the heart of Festival, with past submissions showcasing incredible creativity and sparking exciting bidding at the Gala. For recognition and tax purposes, tree values will be capped at \$20,000, with proof of value required.

	Titanium Sponsor \$50,000	Platinum Sponsor \$25,000	Diamond Sponsor \$20,000	Ruby Sponsor \$15,000	Sapphire Sponsor \$10,000	Emerald Sponsor \$7,500	Gold Sponsor \$5,000	Silver Sponsor \$3,500	Star Sponsor \$2,500
Ugly Christmas Sweater Party Tickets	12	10	10	10	8	6	4	4	2
Festival of Trees Gala Tickets	24	16	12	8	6	6	6	2	2
Daddy Daughter Sugar Plum Fairy Ball Tickets*	3	2	2	1	1	1			
Super Mom Hero Son Ball Tickets*	3	2	2	1	1	1			
Stage Presence at Weekend Event	●	●	●						
Special mention in Annual Donor Impact Report	●	●	●	●					
Guest Greetings at Specified Event	●	●	●	●	●				
Company logo displayed in applicable event area	●	●	●	●	●	●	●	●	
Company logo displayed on weekend logo slideshow	●	●	●	●	●	●	●	●	●
Company logo displayed on NLHF website	●	●	●	●	●	●	●	●	●
Social Media recognition (Facebook, Twitter, LinkedIn)	●	●	●	●	●	●	●	●	●
First right of refusal for 2027 Event	●	●	●	●	●	●			
Volunteer opportunities for employees	●	●	●	●	●	●	●	●	●

**Each ticket for the Daddy Daughter and Mom Son events is valid for one adult and one child*



LIVE AUCTION TREE GUIDELINES

Location: Suncor Community Leisure Center

Setup Date & Time:

Thursday, November 12, 2026: 9:00 a.m. – 9:00 p.m.

Tree Doner Responsibilities

- Ensure your tree is displayed safely and securely.
- Label all tree items/boxes with the tree name and number (provided at setup) for proper delivery.
- Valuables (jewelry, electronics, gift cards) must be checked in upon arrival and stored securely—packaging or images may be displayed under the tree.

Tree Requirements

Size & Safety:

- Trees must be 5ft – 9ft tall and CSA approved.
- Must fit within a 4ft x 4ft space.
- Only metal stands allowed (plastic stands break easily).
- Trees, wreaths, and swag must be artificial and fire-retardant.

Lights & Decorations:

- Only CSA-approved mini lights (parallel circuit) allowed—replacement bulbs should be taped near the plug-in.
- Extension cords must be included and part of the final display.
- All decorations must comply with fire, building, and health codes.
- Decorations, lights, and trim must be wired to the tree for stability.
- Fragile decorations are discouraged due to transport risks.

Tree Sponsors can choose to have a tree and décor purchased, designed, and fully prepared for display by the Foundation's contracted designer. The service fee is \$3,500 and the final display will meet all auction and safety requirements

Important Notes:

The Health Foundation reserves the right to determine if a tree qualifies for the Live or Silent Auction.

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 SUBMISSION DETAILS



Contact Name

Telephone Number

Company / Organization

Mailing Address

Tree Details:

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

Tree Name

Tree Designer(s) Name

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

Deadlines: (October 19th, 2026 - for registration, November 2nd, 2026 - for tree gifts)

Signature

Date

By signing, I confirm that I have read and understand the deadlines and requirements and agree to provide a tree package for the Festival of Trees Live Auction.

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



YES



NO

Return to:

Jacqui Parlee

Development and Stakeholder Relations Officer

E: Jacqueline.Parlee@ahs.ca

Office: 780-788-1559 Mobile: 780-792-1062

TREE GIFTS

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 Decor & Accessories (stand, lights, etc):	\$
TOTAL VALUE:	\$

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