



Dear Festival Friend,

The 24th Annual Festival of Trees is rapidly approaching and once again we are asking designers to create and donate **fairy houses, bird houses, bat houses, doll houses** or any other **creative houses** for a silent auction at this event. Please consider this your invitation to volunteer your time and creativity to support the Spirit of the North Healthcare Foundation through our Festival of Trees. Our theme this year is “Merry and Bright” celebrating the colour and vibrancy of the season!

Spirit of the North Healthcare Foundation’s mission is to raise funds to support initiatives that will bring exceptional healthcare services and healthcare providers to Northern British Columbia. To date, over \$4 million has been raised at the Festival of Trees to benefit healthcare in the North. Some examples of equipment purchased using Festival funds are: Surgical Laser System, Emergency Room Crash Carts, MRI, Special Care Nursery/NICU & Pediatrics Equipment, Surgical Lights, Infusion pumps for chemotherapy, Ultrasound and Endoscope, Ophthalmology Equipment, and the Spect CT Scanner.

The 24th Annual Festival of Trees opens on Friday, November 24th and runs until Sunday, December 3rd at 4:30 pm. Enclosed you will find the Fairy and Bird Houses Designer Agreement. To indicate your participation in the event, and to ensure space is reserved for you, we need this completed Agreement returned to us as soon as possible or before Friday, October 27th, 2017. The Agreement can be dropped off at the Foundation office located in the hospital lobby, faxed to (250) 565-2595, or emailed to fot.littlehouses@gmail.com. Please retain a copy of the Agreement for your records.

Please note that bird houses, fairy houses etc. materials must be obtained by the sponsor and/or designer and the cost incurred for every item or decoration will be the responsibility of the sponsor and/or designer. If requested on the Agreement, a donation receipt will be issued for the Gift-in-Kind value of your donated items when original receipts are attached to the document.

In recognition of your support, we are pleased to offer you a free adult admission to the Festival, which can be picked up when you deliver your bird or fairy house. **All donations need to be delivered to the Civic Centre on Wednesday, November 22nd between 9:00 am and 6:00 pm.** If this date does not work for you, please contact Erin Bohn or the Foundation office to make alternate arrangements.

We thank you for your spirit and support of the Spirit of the North Healthcare Foundation through Festival of Trees!

Sincerely,

Janice Wharrie
Little Houses Coordinator
Festival of Trees Committee
250-613-7778
250.565.2515 | fot.littlehouses@gmail.com
www.spiritofthenorth.ca
www.festivaloftreespg.ca
Charitable Business No. 137869897

2017 Little House DESIGNER AGREEMENT



DEADLINE: Please return no later than October 27, 2017.

Return to: Spirit of the North Healthcare Foundation at 1475 Edmonton Street, Prince George, BC V2M 1S2

FAX: 250-565-2595 or EMAIL: fot.littlehouses@gmail.com

DESIGNER INFORMATION

Business Name: _____

First Name: _____ Last Name: _____

Mailing Address: _____ City / Postal Code: _____

Phone: _____ Email: _____

TYPE OF DONATED ITEM (tick one)

Bird House Fairy House Other Type of House

Other Item Description: _____

Approximate Size & Value (\$): _____

Title: _____

Designer(s): _____

Have you attached a name tag securely to your creation? YES

DESIGNER TERMS AND CONDITIONS

It is understood that I, the undersigned, agree to design, create and deliver a seasonal fairy/bird house or other creative item to the Spirit of the North Festival of Trees on W e d n e s d a y N o v e m b e r 22n d at the Prince George Civic Centre b e t w e e n 9:00 a m a n d

6:00 p m. I understand that this fairy/bird house or other creative item is a donation and I may receive a Gift-in-Kind receipt for tax purposes, if requested. The Spirit of the North Festival of Trees may display the donation, advertise the name of the spon- sor/designer and dispose of the little tree or wreath by auction, raffle or donation.

AUTHORIZED SIGNATURE: I agree to sponsor a tree area for the Festival of Trees in accordance with the procedures and requirements outlined in this document.

Designer Signature: _____ Date: _____

Little House DESIGNER TIPS



Your house should convey a cohesive theme.

Excite the imagination of the viewer by including things like colour, sparkle, contrast, texture, an unexpected element.

Consider your prospective silent auction buyers. Most purchasers are individual buyers, looking for a item to decorate their home or give as a gift. Some purchasers are business buyers who are looking for items that will enhance the business office, lobby or showroom. Some purchasers are looking for items to donate to their favourite non-profit organizations, schools or hospital departments.

Your little house will be picked up or moved an average of three times. All decorations, lights, etc. need to be wired or secured to your creation with strong adhesive or florist wire to prevent damage and to help ensure that it arrives to its final destination looking as good as it did upon delivery.

Attach a temporary tag to your creation so that the Festival Committee can match it with the permanent one that is being made for the Festival display. The tag should include the wreath or tree's name, business sponsor (if there is one) and designer name(s). Approximate value is also helpful.



Photo by [Andres Iga](#) on [Unsplash](#)

