



**Playhouse Plaza Decorator’s Checklist**

***This form must be signed and returned by November 1.***

***If you have questions or concerns, call Dan Craner at 801.518.3733***

- \_\_\_ I agree to have my donation 100% complete and finished by 7 p.m. on Monday. No Exceptions!
- \_\_\_ I agree that upon completion of my donation to Playhouse Plaza, the items donated will become the property of the Festival of Trees Executive Board of Primary Children’s Hospital.
- \_\_\_ I agree **NOT** to solicit businesses without first clearing that contact with Primary Children’s Hospital Foundation. Call 801.357.3638 for questions.
- \_\_\_ If donating gift certificates, I agree to bring a detailed list of items included. A sign will be printed by the Festival to be displayed with the playhouse for Opening Night. All certificates must be signed by the business owner or authorized personnel.
- \_\_\_ If dedicating the item donated to an individual, the **photocopy** of the picture will be 8” x 10” and the exterior dimensions of the matte or frame will not exceed 11” x 14”. I agree that no other personal photos will be on or around the tree.
- \_\_\_ On Decorating Day, I agree to bring the completed “Itemization Sheet.” I agree to allow the Festival of Trees Executive Board complete discretion with regard to the pricing of the donation.
- \_\_\_ I will not use sand, water ornaments, globes, or other water features.
- \_\_\_ I will not use live trees or plants of any kind.
- \_\_\_ I agree to assist with delivery if needed.
- \_\_\_ With the exception of memorabilia and collectibles, I agree that the items donated are new.
- \_\_\_ I agree the only written material display with my donation will be the story card that will be attached to the back of the sign.
- \_\_\_ I agree to allow the Festival of Trees to share my story with the public and media. I also give permission to release my story and any photographs for print, television, and social media.
- \_\_\_ I agree that if my playhouse exceeds the dimensions specified on the playhouse instructions, I will deliver the playhouse to the new owner on the Sunday following Festival of Trees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Please sign and return to:**  
**Dan Craner**  
**801.518.3733**  
**fotplayhouseplaza@gmail.com**