

FESTIVAL OF TREES

Playhouse Plaza Decorator's Checklist

This form must be signed and returned with the registration form by November 1, 2018.

If you have questions or concerns, call Jennifer John, 801.372.9097

- ___ I agree to have my donation 100% complete and finished by 7 pm 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.
- ___ If not registering online, I have enclosed the Playhouse Plaza Registration Form, completed and signed. The name of the donation is included. (Changes to the sign cannot be made after **November 1.**)
- ___ I agree **NOT** to solicit businesses without first clearing that contact with Primary Children's Hospital Foundation. Call 801.662-5958 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 tree 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: _____

You must sign and return to:
Jennifer John
801.372.9097
festivalplalyhouses@gmail.com