

FESTIVAL OF TREES

Small Tree Decorator's Checklist

If you have questions or concerns, call Angie Smoot, 435-230-0399.

- _____ I agree that upon completion of my tree on Decorating Day, my tree and everything surrounding the tree, 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 801.662-5958 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. Gift certificates must be signed by the company's owner or an authorized individual.
- _____ If dedicating a tree to an individual, the **photocopy** of the picture will be 5" x 7" and the exterior dimensions of the mat or frame will not exceed 5" x 7". I agree that no other personal photos will be on or around the tree.
- _____ On Decorating Day, I agree to bring the completed Itemization of Expenses form. I agree to allow the Festival of Trees Executive Board complete discretion with regards to the pricing of the tree.
- _____ If my tree is 4' tall or larger, I agree to reinforce my tree by permanently securing together the sections or joints of the tree with duct tape, rebar and hose clamps.
- _____ I agree to have an Aisle Worker check off the tree before I check out on Decorating Day.
- _____ I will not put walls or barriers that create an obstruction around the tree space.
- _____ I will not place water ornaments, globes, weapons, or other water features on my tree.
- _____ I will not use sand, live trees or plants of any kind.
- _____ I will not include items over 50lbs.
- _____ I agree to glue and wire ornaments and wire lights (pre-lit trees exempted) onto the tree.
- _____ With the exception of memorabilia and collectibles, I agree that tree, decorations, and accessories are new.
- _____ I agree the only written material display with my tree will be the story card that will be attached to the back of the tree sign.
- _____ I agree to allow the Festival of Trees to share my story with the public and the media. I also give permission to release my story and any photographs for print, television, and social media.

Signature: _____ Date: _____

Email: _____ Telephone: _____

Angie Smoot
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