



2024 Festival of Trees Guidelines

CHRISTUS Trinity Mother Frances Health System Volunteers



Trees on Display and Silent Action:

November 25 – December 9

Bids accepted online until 2 p.m. on December 9

Purpose of Festival of Trees:

- To bring the joy and magic of the holiday season to the main lobby of CHRISTUS Mother Frances Hospital- *Tyler* and give local businesses and individuals a way to give back to the community.
- To raise funds for CHRISTUS Trinity Mother Frances Foundation projects including Children's Miracle Network, Neonatal Intensive Care Unit, Pat Herd Women's Center, Ross Breast Center and more!

Procedure: Individuals or businesses purchase an artificial (live trees are hard to maintain) 3-4 foot pre-lit Christmas tree, decorate the tree, name the tree, and deliver it for an online silent auction that is conducted in the CHRISTUS Mother Frances Hospital- *Tyler* lobby. (Wreaths are also accepted)

Turning in trees: Please contact Volunteer Services [annette.garcia@christushealth.org or stacy.warren@christushealth.org or (903) 606-4435] before bringing your tree so that we may meet you in the lobby with a cart to transport your tree.

Trees should be delivered to CHRISTUS Mother Frances Hospital – *Tyler* between November 18-22.

Recognition: Each tree is assigned a number and is identified with the contributor's personal name, department or business, and the name of the tree given by the decorator(s). A sign is placed in front of each tree with the donating business/individual and the name of the tree. Please feel free to leave calling cards to advertise your business.

Bidding: Begins Monday, November 25, and ends on Monday, December 9 at 2 p.m. A card will be placed in front of each tree with a QR code that allows individuals to bid online and receive notification when they are outbid. Winners will then pick up their trees from the lobby.

Tree decorations:

- Trees are to be festively decorated.
- Please make sure decorations are securely fastened to the tree for transportation purposes.
- Do not use live decorations within the artificial tree.

Tree skirt: Include a skirt for the Christmas tree. This can be an actual tree skirt or you can get creative with tulle or fabric.

Tree Name: Choose a fun, whimsical, or catchy name for your tree.

Annette Garcia
Director of Volunteer Services
annette.garcia@christushealth.org
(903) 606-4435



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CHRISTUS Trinity Mother Frances Health System Volunteers
DECORATOR INFORMATION SHEET



Please print clearly the information below for acknowledgement on the event website.

Donating Business or Individual: _____

Contact's Name: _____

Contact's Phone & Email: _____

Company Website to be included on the auction website (optional):

Mailing Address: _____

No, I am not able to decorate a tree this year, but I would like to make a tax-deductible donation to support this event and the CTMF Foundation.

Check made to CHRISTUS TMF Foundation enclosed in the amount of: \$ _____

(OR) Please contact me for my credit card info for my donation of: \$ _____

Yes! I will be donating a tree to be displayed in the lobby at CHRISTUS Mother Frances Hospital.

Please indicate the name (person or company) exactly as you would like listed on the display card:

Please indicate the name of your tree:

If applicable, please list any gift cards or gift certificates that come with your tree:

****Items of value will be stored during the bidding and given to the bid winner at the end of auction.***

All Forms are Due by November 18

Please email form to annette.garcia@christushealth.org or return in the enclosed envelope.

Trees may be delivered to CHRISTUS Mother Frances Hospital- *Tyler* between November 18 - November 22.

Please contact before delivery so we can meet you in the main lobby when you deliver your tree.