



**May Hall, Saint Louis Science Center
December 2 – 6, 2009**

Focal Tree Policies and Procedures

- With your generous underwriting commitment, we hope you will design a tree to be auctioned at the Preview Party, December 2, 2009. Children's Hospital will provide a pre-lit 10, 9, 8 or 7' tree **OR you may provide your own new artificial tree** with CSA approved mini-lights (must be the type that remains lit if one bulb goes out). Your choice must be communicated to Wende Conwell 314.286.0987, wendeac@bjc.org, by September 1, 2009. After September 15 we will assume you are providing your own artificial tree.
- If you would like us to refer you to a designer, please contact Lisa Boyce 314.994.9828, ghbusa1@aol.com. Children's Holiday Festival Committee is not party to any agreement between corporation and designer.
- All items received and displayed on the Focal Tree will be sold during the event. Pricing to be determined by Children's Hospital Festival Committee (CHFC). Please do not include any items with your display that are not for sale – St. Louis Children's Hospital (SLCH), CHFC or the Science Center will not be responsible for such items.
- **ALL** decorations must be wired securely to the trees as they are bagged and moved by truck to their new homes.
- Pyrotechnics, smoke machines, loose glitter, candles, flames, living plants, animals, mylar helium balloons, and confetti are NOT allowed on the trees.
- **PLEASE provide a title and description of the Focal Tree by October 15, 2009.** This will be listed on the signage and in the Children's Holiday Festival event program.
- Customary procedure is decorating trees at the Science Center's May Hall during the following times: Monday, Tuesday and Wednesday, November 23, 24, and 25 respectively, and Monday, November 30, 2009, 10:00 am to 4:00 pm, except 25th closes at 3:00 pm. Designers will be permitted to unload their supplies via the 'red' loading dock located behind the Science Center main building, during these times.
- **Please plan to attend the Preview Party, Wednesday, December 2, 6:00 – 9:00 pm** (Your underwriting level includes a number of complimentary tickets valued at \$75 each). We encourage you to consider bidding on your tree. It will be delivered to the location of your choice. Some corporations last year used trees in their office, lobby, home or donated it to a charity of choice (we will have a list of charities that are interested in receiving a tree). We are also aware of companies that buy back their tree and auction or donate, through a drawing, to employees.
- **Please provide a Fair Market Value by November 30** of your complete creation as IRS rules state that this is needed to provide an accurate tax receipt to the purchaser, designer and/or sponsor.
- We are always looking for volunteer support both prior, during and after the closing of the event. Please let us know who we might contact in the organization to formalize this request.
- We want to help your business enjoy recognition of your generous underwriting. Please do not hesitate to contact Wende Conwell 314.286.0987, wendeac@bjc.org or Lisa Boyce 314.994.9828, ghbusa1@aol.com with any questions, comments or concerns.

Thank you for supporting Children's Holiday Festival!



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Underwriter Commitment/Focal Tree

Name of Business/Individual: _____

The Focal Tree Policies and Procedures statement is acknowledged and agreed.

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

____ We will provide our own tree, with the intention of staying within the height guidelines below based on our underwriting level.

We will participate at the indicated underwriter level:

- ____ \$25,000 (10' tree)
Platinum
- ____ \$15,000 (9' tree)
Gold
- ____ \$10,000 (8' tree)
Silver
- ____ \$5,000 (7' tree)
Bronze

Name as it should appear for recognition purposes, on signage and in program (Name or Business):

Designer Options: (designer fees and decorations are at the expense of the Underwriter):

____ We have chosen a designer. Name/Phone: _____

____ We will design our own tree.

____ Please assign us a designer.

Payment:

____ Please send me a reminder. Payment must be pledged by October 1, 2009.

____ Enclosed is my check (remit to St. Louis Children's Hospital, PO Box 955423, St. Louis, MO 63195-5423).

____ Credit card no. _____ Exp. Date _____

Please mail or fax to: Wende Conwell, PO Box 955423, St. Louis, MO 63195-5423

Phone 314.286.0987 Fax: 314.286.0975 e-mail: wendeac@bjc.org

SAVE THE DATE: Wednesday, December 2, 2009, 6:00 p.m., Preview Party and Auction.
Questions? Wende Conwell, contact details above or Lisa Boyce 314.994.9828, ghbusal@aol.com

Thank you for your generous support!