



**MARY  
BRIDGE  
CHILDREN'S  
FESTIVAL  
*of* TREES**

**Designer Handbook 2020**

★  
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BRIDGE  
CHILDREN'S  
FESTIVAL  
*of* TREES

Letter from the Chairs

Welcome to the 2020 Festival of Trees,

Lauren and I are thrilled to be joining you as this year's Event Co-Chairs. Our Festival experience has been one for the books! For over 20 years we've been Tree Designers and from 2005 to 2010 we also managed the Mary Bridge Brigade Gift Shop.

This year's theme is "It's A Wonderful Life" because Mary Bridge Children's helps make life better for children and their families. Your effort as volunteers is essential in raising funds for Mary Bridge Children's, ensuring that they continue to provide high-quality, compassionate care for children throughout our communities.

We've had the pleasure and honor to be following in the footsteps of many chairs who have held this role and who, with the dedication of community volunteers, have raised over \$36.9 million for Mary Bridge Children's. This has helped to provide countless families with care and support for the past 34 years.

Thank you to those who are new to Festival and to those who've supported Mary Bridge Children's for years. Please know you have our support and gratitude for opening your hearts and dedicating your time.

Festively Yours



*Charlene Richardson*  
Charlene Richardson



*Lauren Boulanger*  
Lauren Boulanger

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# FESTIVAL OF TREES OVERVIEW

## Festival of Trees Mission

Festival of Trees is a philanthropic celebration benefiting children and families served by MultiCare Mary Bridge Children's Hospital & Health Network.

Mary Bridge's Festival of Trees involves a broad range of community supporters including designers, sponsors, donors and volunteers. Over 300 individuals annually give their time, talents, and resources to make Festival a success. Festival is supported by the Mary Bridge Children's Foundation including a Festival Event Manager, dedicated Event Coordinators and a Festival of Trees Administrative Council (FOTAC) which is a group of volunteers that agree to act in chair and support positions for the many subcommittees such as Gala, Tinsel on the Town, and Trees Group. These members oversee their fellow volunteer committees and provide encouragement and support throughout the planning and execution of Festival of Trees. Altogether, this generous group is the Spirit of Festival!

## Festival of Trees Administrative Council (FOTAC)

FOTAC is made up of dedicated volunteers that agree to act in chair positions and support positions for the many subcommittees of Festival such as Gala, Tinsel on the Town, Trees Group, etc. These volunteers are selected/recruited by the current Event Chair in concert with the Festival Event Manager. FOTAC members oversee their fellow volunteer committee members and provide encouragement and support throughout the planning and execution of Festival of Trees. They will work alongside the Festival of Trees Event Manager to produce a uniquely festive fundraising experience for our community.

## 2020 Mary Bridge Festival of Trees

<b>THEME &amp; COLORS</b>	<b>Theme: "It's A Wonderful Life"</b> Colors: Black, White, Gold and Silver
<b>THEME INSPIRATION</b>	1920's <i>It's A Wonderful Life</i> movie sensation!
<b>EVENT SPECIFIC</b>	<b>Tinsel on the Town (Friday, December 4, 2020)</b> <ul style="list-style-type: none"><li>• Goal: 600 guests</li><li>• Evening proceeds will benefit programs and services at Mary Bridge Children's Hospital</li><li>• Ticket price: \$150</li><li>• Theme: Nick's Tavern from the movie</li><li>• Colors: Black and White with Gold and Silver Accents</li></ul> <b>Gala (Saturday, December 5, 2020)</b> <ul style="list-style-type: none"><li>• Guest Goal: 600</li><li>• Evening proceeds will benefit programs and services at Mary Bridge Children's Hospital</li><li>• Ticket price: \$300/guest</li><li>• Theme: 1920's Black tie with art deco accents</li><li>• Colors: Black and White with Gold and Silver Accents</li></ul>

## Who to Call for Help

What	Who	Phone & Email
Tree Designer Questions	Robin Bachmeier Julia Bachmeier Tree Designer Co-Chairs   	C: (253) 686-6359 <a href="mailto:rbachmeier@multicare.org">rbachmeier@multicare.org</a>  C: (253) 307-2498 <a href="mailto:jbachmeier@multicare.org">jbachmeier@multicare.org</a>
Tree Angel and Tree Packing Questions	Cathy and Dennis Early Tree Angel Co-Chairs   	C: (253) 439-9400 <a href="mailto:cathyearly@hotmail.com">cathyearly@hotmail.com</a>  C: (253) 344-9417 <a href="mailto:deneary@hotmail.com">deneary@hotmail.com</a>
Tree Questions	Jeri Campbell Trees Group Chair  	C: (253) 732-1860 <a href="mailto:jcamp40895@aol.com">jcamp40895@aol.com</a>
2020 Festival Event Chairs	Charlene Richardson and Lauren Boulanger   	Charlene: (253) 253-861-4234 <a href="mailto:Richardson_cd@gmail.com">Richardson_cd@gmail.com</a>  Lauren: (253) 861-4233 <a href="mailto:laurenboulanger@gmail.com">laurenboulanger@gmail.com</a>
Designer Funds Donations Tree Sponsorship	Kelly Werner Mary Bridge Children's Festival Event Manager  	W: (253) 403-387 C: (360) 865-2469 <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a>

## Tree Designer Timeline

Date	Event/Time	Location
Wednesday, June 24	<b>Tree Designer Kick Off!</b> 6:00-8:00 pm	WA Floral Services, 2701 S 35 <sup>th</sup> St, Tacoma
Sat, Aug. TBD	<b>Ornament Swap!</b> TBD	CR-6 room located at 409 S. J Street, Tacoma
Wed, Oct. 1	<b>Tree Design Information Due!</b> Email to Kelly (kcwerner@multicare.org)	
Wed, Oct. 7	<b>Tree Designer Workshop</b> 6:00 – 8:00 pm	CR-6 room located at 409 S. J Street, Tacoma
Thurs, Oct. 15	<b>Catalog Rough Draft Descriptions Due!</b> Email to Kelly (kcwerner@multicare.org)	
Mon, Nov. 2	<b>Sign Final Approval</b> Email to Kelly ( <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a> )  <b>Donation Forms Due for listing in catalog!</b> Email to Kelly (kcwerner@multicare.org) or mail to Festival office	
Wed, Nov. 4	<b>FINAL Tree Designer Workshop</b> 6:00 – 8:00 pm	WA Floral Services, 2701 S 35 <sup>th</sup> St, Tacoma
Fri, Nov 13	<b>Catalog Description Final Approvals DUE!</b> Email to Kelly ( <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a> )	
Wed-Thurs, Nov. 18-19	<b>Tree Accounting Appointments</b> Bring Tree Accounting form, all receipts, and Tree Inventory Form. Sign up in advance with Maria Ichyama (randysfd@aol.com)	CR-6 room located at 409 S. J Street, Tacoma
Tues, Dec. 1	<b>Designer Move In</b> 4:00-8:00 pm Large items and pre-set-up (flooring & lights)	
Wed, Dec. 2	<b>Designer Day – lunch provided</b> 8:00 am – 5:00 pm – Designing Time 3:00 – 5:00 pm – Tree Lighting (hall is dark) & Tree Designer Happy Hour 5:00 – 9:00 pm – Tree Photos (tree needs to be complete)	
Thurs, Dec. 3	<b>Bridge Builders Luncheon</b> 11:30 am – 2:00 pm <b>MultiCare Family &amp; Volunteer Night</b> 4:00 – 8:00 pm	Greater Tacoma Convention Center 1500 Commerce St, Tacoma

<p>Fri, Dec. 4</p>	<p><b>Special Tours &amp; Public Hours</b> 9:00 am – 1:00 pm</p> <p><b>Tinsel on the Town</b> Tree Hosts Arrival: 5:00 pm. A volunteer dinner will be provided starting at 4:15 so please let us know if you will be joining in the dinner.</p> <p>Event time: 6:00pm – Midnight All tree hosts must be show ready and on the floor by 5:45 pm. <i>Hosting required if your tree is being sold at Tinsel on the Town.</i></p>	
<p>Sat, Dec. 5</p>	<p><b>Public Hours</b> 9:00 am – 1:00 pm</p> <p><b>Gala Auction and Dinner</b> Tree Hosts Arrival: 5:00 pm. A volunteer dinner will be provided starting at 4:15 so please let us know if you will be joining in the dinner.</p> <p>Event time: 5:00 – 6:00 pm VIP Reception 6:00 pm doors open. All tree hosts must be show ready and on the floor by 5:45 pm. <i>Hosting required if your tree is being sold at Gala.</i></p>	<p>Greater Tacoma Convention Center 1500 Commerce St, Tacoma</p>
<p>Sun, Dec. 6</p>	<p><b>Tree Bagging and Tear Down</b> 8:00 am – <i>Tree needs to be ready to load onto trucks by 10 am.</i></p> <p>Please plan to have a representative arrive no later than 9:00 am or you will be receiving a phone call from a member of our Tree Angel group.</p> <p><b>Tree Angeling</b> 11:00 am – 8:00 pm (or until completion).</p>	
<p>Mon, Dec. 7</p>	<p><b>Tree Delivery/Angeling</b> for trees unable to be moved on Sunday.</p>	
<p>Mon, Dec. 28</p>	<p><b>Donated tree take down, ornament packing &amp; tree removal</b> 8:00 am – completion generally done around noon.</p>	<p>MultiCare Health System locations</p>

# TREES

## Designing Your Tree

The Event Manager, Kelly Werner and Tree Designer Chairs will ensure:

- Festival maintains its standards of quality
- Festival policies and procedures are understood
- Forms are distributed and understood
- Themes are well developed
- Procurement strategies and ideas are exchanged

## Trees Provided to Designers

Live trees are provided on Designer Day per the Tree Information form previously submitted by the designer. They are either a 5', 7' or 10-12' noble fir tree with an applied fire retardant. Designers may opt for one of five tree styles: green, tipped flock, light flock, medium flock or heavy flock. All trees have unique qualities. You will be provided a tree as closely aligned to your request as possible. **Designers are responsible for their own lights.**

## Choosing and Executing a Theme

- Convey a cohesive theme for your tree (and the surrounding area)
- Select decorations, color, concept, and gift items consistent with your theme.
- Keep in mind, having a broader theme will appeal to more buyers and might allow us to raise more funds.
- Consider your target buyer: philanthropic buyers donate trees, often with kid-oriented gifts; a corporate buyer likes items for employees; personal buyers prefer unique décor items, trips and experiences. Design according to your vision. All buyers want the newest, freshest ideas and gifts! Unique opportunities or experiences are particularly appealing.
- Festival reserves the right to deem what is appropriate in theme development and items within your display in order to ensure a variety of tree themes, displays, and experiences, applications are accepted on a first come first serve.

## Tobacco, Marijuana, Alcohol and Firearms Policy

- It is the policy of the Festival of Trees to prohibit the promotion and sale of tobacco/marijuana and tobacco/marijuana products. No such product may be included in any theme, display, or design. Festival of Trees is hosted by our community's largest health care provider and benefits Mary Bridge Children's Hospital. As such, Festival has an obligation to promote a healthy lifestyle, particularly for children.
- Firearms are not allowed in the Greater Tacoma Convention Center and not allowed to be part of your tree display.
- Alcohol may not be the sole focus of a display or theme. Alcohol may be included in tree displays only on the night the tree is scheduled to be auctioned (Saturday for Gala, Friday for TOT.)
- The premise behind the difference in the policy related to alcohol and tobacco is that it is generally accepted that alcohol does not have negative health effects when used in moderation.



- The management of the Festival of Trees reserves the right to remove any item(s) deemed contrary to the aforementioned policy.

## Decorating Information

Remember that all items placed in the display space must be sold with the tree.

### Design Space

- 7 foot and taller trees will have a 10' x 10' (or 10'x15' space if requested and available) The 7 foot tree would have a 36" x 36" cross base to stabilize the tree and the 10-12 foot tree would have 48"x48" cross base to stabilize the tree.
- 5 foot trees will have a 10' x 10' (or 5'x5' space if requested and available) space with a 24" x 24" cross base to stabilize the tree.
- Floor covering is considered an essential part of the vignette for all tree designs.
- Power cables coming up through the floor to your tree and possibly from a neighboring tree will need to be covered or camouflaged. **Do not tape cords.**
- All items in your space are the property of the buyer, unless listed in the exclusion/restriction portion of your description.
- All items must fit in an 8' tall moving truck and through a standard 3' house door. Platforms will need to be in at least 2 pieces.
- Tree riser stands are available for purchase through Master Builders (see Master Builder section)
- Your space should be designed to be viewed from all sides.
- **The tree topper is required to be removable and transportable.**

### Backdrops and Props

- Large items--including walls, draperies, latticework, mirrors, fences, etc. in the display space that exceed 3' in height and 3' in width or length--must be discussed with the Tree Designer Co-Chair and Tree Delivery Co-Chairs prior to procurement.
- Items may not obstruct the view from one tree to another.
- Items may not be hung on the convention center's drapes/curtains, alternative methods must be used and are the responsibility of the designer.
- Items must have a flat, plain or unobtrusive finish on the reverse side. Items with an unattractive backside (i.e., TV) must be covered or disguised to minimize the impact on the adjacent tree design. Failure to comply with these requirements may result in the removal of the object(s) from the display.
- Backdrops and vignettes may enhance the visual appearance of the tree, but they may add unrecompensed costs. Consider whether these costs actually increase the value to the buyer. - Backdrops, vignettes, and props that are not easily moved will be the responsibility of the designer to make delivery arrangements. The volunteer drivers do not use pallet jacks or other heavy moving devices.  
Heavy flooring is discouraged.
- Everything must fit through a standard size door, in rooms with ceiling heights of 7'6", or in an 8' high truck.
- Remember, your design team will need to re-pack your items for delivery. **Save boxes for re-packing.** Space will be available at the convention center for your boxes during Festival week.

- Utilize materials that can withstand the moving process without damage, or make other arrangements for delivery in coordination with the Tree Delivery Lead.
- If you have any concerns about meeting these requirements, contact the Tree Designer Co-Chairs, Julia Bachmeier at (253) 307-2498 and Robin Bachmeier at (253) 686-6359, while you are in the planning stages.

### What Does NOT Sell Well at Festival?

- Items that do not add significant value are art objects and jewelry. Both are of personal preference and are difficult to bid up. Gift cards to a jewelry store or art gallery may be used instead of the actual item.
- Do not use non-related items to increase the monetary value of the tree. If an additional item does not enhance the intrinsic value of the tree, it won't boost the bidding. Please consider offering the item(s) to a fellow designer if it might fit his or her theme. We're all in this together and want our procured items to be placed where they will be most successful!

### Decorations

- Use large and small-scale ornaments to add dimension and visual interest.
- Considering using non-traditional ornaments such as toys, printed art, and found treasures.
- Stick to your theme.

### Electricity

- One outlet (two 3-prong receptors), providing approximately 20 amps, will be provided on Designer Day to each space.
- Two multi-plug metal power strip with circuit breaker incorporated will be provided and must be used on your tree.
- To determine your amp requirements, refer to the original packaging (i.e., amps are listed on the outer packaging of tree lights) or the actual device (i.e., a label on a television or other electrical appliance). Add up the TOTAL amount of amps you will use in your 10' x 10' space. Be sure you have the appropriate number of extension cords. Do not exceed 20 amps total. You'll notice that LED lights use far fewer amps than do more conventional lights. Keep your packaging to help you remember the capacity of your lights. Prior planning will help prevent light failures and fires.
- Remember, all of these items remain with the tree and will go home with the buyer unless otherwise noted.
- Electrical cords must be readily accessible, although hidden, and not under heavy tree stands or props.
- Use a tie wrap to secure one power strip to the physical tree

### Tree Lights

- At least 100 new (UL-approved) lights per foot of tree are recommended. Many designers use 200-300 lights per foot to really show off their tree.
- Do not use old lights or lights that get hot! Designers must replace any lights that fail during the event.

- Lights independent of each other are highly recommended (if one light burns out, the rest stay on.) If a string of lights goes out, you will be required to repair or replace the string so that the tree is fully lit as intended throughout Festival week.
- A maximum of 3 strands of lights plugged in together is recommended. Please note that if you are using the large light spools to review the power requirements. We have had lights go out in the past due to too many being plugged in together.
- Test the lights before coming to designer day. Leave the lights on while attaching them to the tree; this will help detect loose or faulty lights.
- Lights should enhance the tree. Use lights that have the same color cords as the color of your tree.
- Securely fasten the lights to the tree with wire ties or pipe cleaners the same color as the tree. Hide them so they cannot be seen (you may also use a product called OASIS Bindwire in green, available at Washington Floral. It is a 26-gauge soft paper wrapped wire that cuts easily with scissors, grabs readily, and is kind to your hands.)
- Use up-lights! Static and angled up-lights add dimension to your vignette and make your setting come to life. Even the least expensive models work well with either PAR reflector bulbs or CFL compact fluorescents.
- **Do not remove the UL tags from light strands.** You may tape them down.

## Fire Prevention

Fire prevention is extremely important. We have a responsibility to safeguard our patrons at the convention center and those who enjoy our trees in their homes and at our hospitals and clinics after Festival has ended and our trees become dry.

- Use the recommended power strips, extension cords and outlets as detailed on page **(enter page once finished)**.
- Our trees are fire retardant but not all of our decorations are. Highly flammable decorations may not be used without first being treated with an approved fire retardant. Examples include stuffed items and paper products. Eucalyptus is highly flammable and should not be used at all. Even fire resistant items may present a hazard if they are hung with little tree space between them.
- When in doubt, check it out:
  - Contact the Tree Designer Chair or the Event Manager.
  - You may also contact the Tacoma Fire Prevention Bureau, 3471 S. 35<sup>th</sup> St., Tacoma 98409, 253.591.5740.

## Securing Decorations to the Tree

- The tree will be moved several times, once through a door that is not as wide as the decorated tree.
- All decorations (including lights) must be wired to the tree to secure them in place. Needle nose pliers with side cuts may help make it easier and faster.
- A 4" wire is ample to tie the average ornament to a branch using 2 tight twists. As with the lights, we recommend OASIS Bind-wire, available at Washington Floral.
- **Glue** all ornaments with inserted or slip-on hanging attachments to keep the "hanger" from slipping out. It is not enough to glue the collar alone. Get a dab of glue on the wire loop itself to

keep the ornament from pulling off the tree and leaving the wire hanger attached! This prep work must be done before Designer Day.

- **Tree toppers must be detachable so the tree can be transported upright in a box truck.**

## Flooring

- **You will need materials to cover the base of your entire space and your tree bag.** Consider what will complement your tree and theme. Use enough good stuff! Fake snow batting material is over-used and detracts from most trees.
- Floor covering can be from a variety of materials such as fabric, carpet, paper, and mirror tiles – nearly anything! Make it easy to move. Few buyers want unwieldy surfaces that are hard to dispose of.
- Tree skirts can be as simple as a bunched piece of fabric or as elaborate as a hand-made tree skirt.
- Festival has the discretion to change your vignette to maintain the standard of quality.
- **DO NOT glue, tape, mark, or attach anything to the Greater Tacoma Convention Center floor.**

## Security

- **Do not leave valuables unattended at your tree.** Small items of great value should not be displayed, except during Gala or Tinsel on the Town (TOT) if the tree is sold at that event. Small valuables must be submitted to the Tree Accounting Chair on Designer Day and will be kept in the Festival safe. You may retrieve these items from safe before hosting your tree.
- **ALL ALCOHOL should also be removed except when a tree is hosted** prior to its respective auction. Items can be secured in the banking office. Make sure items are securely boxed and labeled. **Designers are responsible for the display and removal of alcoholic items.**
- After the tree is auctioned, give valuables and/or hard alcohol to Tree Delivery Lead or Festival Staff member at Registration. They will assume responsibility for the items. Valuables and hard alcohol will be given to the buyer when they check out at Tree Delivery. **Do not** give items directly to buyers. They frequently get lost that way!
- Small items should not be within reach of the public. You may want to secure them to the tree using fishing line, so the possibility of theft is decreased.

## Signage

Festival provides tree signs that list the tree number, tree name, designer name, brief description and sponsor name. There is a small space to list up to six bulleted items that come with your tree, so if additional information is needed, signage must be provided by the designer.

- Signage related to the design, gifts or donations by Friends of the Festival is permitted, subject to the approval of the Tree Designer Chair and/or Event Manager, Kelly Werner. Signs need to be professional, maximum size of 24" x 30" (for trees), and cannot detract from the official Festival tree sponsor and designer sign or from the aesthetic value of the overall design. Such displays cannot block or be attached to the official tree signage. Festival will not provide additional easels.

- Use an innovative method to present the tree theme, describe gifts, and provide recognition to donors.
- Oversized package tags, professionally lettered signs applied to decorative elements, and mounted newspaper articles have all been used to thank a donor or promote a hidden treasure.
- All wrapped boxes must contain or represent a gift. Gift tags may be attached to describe the contents. The inclusion of gift certificates, where applicable, must be listed or otherwise part of the display. The actual gift certificate, however, is secured for safe keeping in your Tree Packet until the tree is purchased.
- If you have questions regarding the suitability of your signage, contact the Tree Designer Chair or the Event Manager for clarification and approval.

## **Festival Week**

**Courtesy.** Designer Day is very crowded, so please make every effort to respect the space of your fellow designers and to be mindful of the need to retain space for aisles to move about.

### **Suggested List of Equipment**

- At least 3 extension cords to remain with the tree (see pg. 4).
- Floral, pipe cleaners, or covered wire for the attachment of lights and ornaments.
- Scotch tape, masking tape and wire ties.
- Needle nose wire cutters with side cuts, regular pliers and scissors.
- Gloves to protect hands from cuts. Band-aids.
- Boxes for decorations or items displayed with the tree.
- Glue gun and glue sticks with extension cord.
- Ladders. Neither the Festival nor the convention center provides ladders for your use.
- Broom & dustpan or portable vacuum for cleanup.
- Additional suggested items & tips are covered at the Designer Workshops.

### **Parking and Check-in**

- Enter through the F Lot Loading Dock (off Market Street between So 15<sup>th</sup> & 17<sup>th</sup> St.) at the Greater Tacoma Convention Center. Check-in at Tree Designer Check in near the stage to receive your tree number and location. You will also receive a code that will allow you to park up to 2 cars in the convention center garage.
- There are no in-out privileges in the garage with these codes and they are for one-time use only. Festival pays for this service. It is not provided gratis by the convention center so please car pool when possible.
- Unload your vehicle and then move it to either lot A, B, D, or E or street parking (paid or free).
- **You may not leave your vehicle in the F Lot, except while actively unloading.**
- Receive your tree number and location at check-in.

### **Evening Prior to Designer Day (Tuesday, December 1)**

- You may deliver your decorations the evening before Designer Day from 4-8pm. You may take advantage of this time to set your flooring and/or start on your tree lights!

- **We must be out of the Convention Center at 8 pm. Please use your time wisely and respect the closing time warnings!**

### **Designer Day (Wednesday, December 2)**

- The Convention Center will open at 8:00 a.m. on Designer Day the Wednesday prior to Festival weekend.
- It is easier if all decorations are assembled and ready to go on the tree prior to Designer Day. All ornaments need to be pre-glued, wired, and in containers ready to go. Unpack your lights at home, test them and pack in a box for easy use.
- Keep in mind that most designers spend the morning putting on the lights (if you didn't do it the night before). Lighting a 5' tree takes approximately 4 man-hours, and a 7' and 10-12' trees may take 8-10 man-hours.

### **Helpers**

Having 2 to 4 decorators on your team will make your job easier and more fun. Having 10-15 helpers at a time might inconvenience your neighbor so have them work in shifts. Please send a list of your helpers to Kelly at [kcwerner@multicare.org](mailto:kcwerner@multicare.org) by Wednesday, November 25.

### **Safety**

- Children 16 or younger can visit for short periods (30 to 45 minutes) to view the trees if closely supervised by an adult.
- Contact the Festival office regarding special considerations.

### **Tree Bags**

A large plastic bag is provided for each tree. It needs to be opened, rolled down, and placed under the trees cross base prior to lighting and decorating. Tuck extra bag material under the tree cross-braces. The bag must be under the tree and ready for your packing angel team. It will be pulled up over your tree and tightly fastened for delivery. **Do not cut your tree bag!**

### **Boxes**

- You will store boxes/totes to be used for pack up and delivery at the convention center.
- Place them in a large plastic bag provided and label it with your tree number. You may receive the bag at check-in. Keep as many boxes as you can for packing up on tear down evening.
- Turn in the labeled bag at Logistics for storage until needed for packing.

### **End of Day Deadline**

- **At 3:00 pm, all designers must have their tree and display area completed.**
- At 3:00 pm, the Convention Center will go dark for lighting placement. You may continue to work during this time if you need.
- At 5:30 pm, all trees will be professionally photographed. The photos will be uploaded to the Festival website for viewing online following the event. They also will be forwarded to each sponsor and to lead designers via email.

## Master Builders of Pierce County

On Designer Day, the Master Builders Association of Pierce County and its Remodelors™ Council members come to **volunteer** and help make set-up easier for you. Here are some rules to follow to ensure your success:

- If you have a concept you are working through, please consult with Rick Hjelm no later than Monday, November 2 to ensure the project can be completed and that you will be able to purchase the correct materials for it. Email [rick@phaseii.net](mailto:rick@phaseii.net) with the subject heading: “FOT Request.”
- If you would like to have your tree elevated onto a tree stand, please notify the Master Builders by sending a message to [rick@phaseii.net](mailto:rick@phaseii.net) with the subject heading: “FOT Request” and let them know you’d like one. You will need to pay for the stand’s building materials ahead of time and no later than Friday, November 13 through Gray Lumber (contact Mike McFadden at 253-752-7000). They will be delivered to the convention center on Designer Day. You will need your receipt for tree accounting.
- Order your vignette building materials through Gray Lumber no later than Friday, November 13 and they will be delivered to the convention center on Designer Day. Contact Mike McFadden at 253-752-7000. Pay for these prior to Designer Day. You will need your receipt for tree accounting. Gray Lumber will not accept payment on Designer Day and there will not bring extra supplies. Please plan ahead.
- Bring your own materials for any projects you intend to ask the Master Builders to assist with. Ask for help early in the day. Master Builder members will leave at 4:00 pm and need time to get your project done.
- **How can you thank Master Builders and support Mary Bridge?** Plan to volunteer for a 4 hour shift (9:30 am – 1:30 pm or 1:30pm – 5:30 pm) on Saturday, October 3 or Sunday, October 4 at the MBA Pierce Remodelors™ Council Tour of Remodeled Homes. This MBA Pierce-sponsored event showcases the finest remodeled homes in our area. Proceeds benefit Mary Bridge Children’s Hospital. You will receive a ticket for the Tour that you can use either day and will also have the opportunity to visit with the guys and gals who can help you on Designer Day or before. It’s a great opportunity for tree planning and connecting with someone who can help you!

## Tree Hosting

### Tinsel on the Town or Gala Evening Tree Host

#### What Does a Tree Host Do?

- Stay by your tree and talk to potential bidders as they shop.
- Sell, sell and sell your tree!
- Explain what is special and unique about your tree to generate enthusiasm.
- Have fun!

- Once all the guests are seated, you are done! Please sign out in the volunteer room; or help with one of the many volunteer jobs. Let the Event Manager know if you are interested in helping out!

### What Does a Tree Host NOT Do?

- **Do not** consume alcoholic beverages prior to, or while at the event. Violations of this policy may jeopardize your future participation as a designer and volunteer.
- **Do not** bring guests who have not purchased tickets. An exception is made if you need someone to help you co-host your tree. Co-hosts must register as volunteers in advance. Co-hosts must be well versed about your tree as well as hosting responsibilities. Their primary duty will be to enthusiastically explain your tree with potential bidders and help you sell it!

### How Many People Can Host my Tree?

A maximum of 2 people may host at each tree. Hosts must be **21 years or older**. If additional designers want to host, there may be a need at another location. Please contact the Volunteer Chair.

*If you are designing two trees, you are required to have different hosts for both trees! You cannot host two trees at the same time.*

### What Will Happen if I Cannot Host my Tree?

- Designers are responsible to designate a host, if not themselves, for their tree. Share everything about your tree with them so they can answer questions. Remember that they must be registered volunteers and be familiar with all policies related to hosting responsibilities.
- Submit the name of the host/hostess on the Tree Design Information form.

### What Else Do I Need To Know?

- Parking will be available in the Cambria Health Solutions parking lot at 15<sup>th</sup> and Market St.
- Both events are black-tie. Wear dress clothes appropriate to the event or dress in costume to enhance your theme.
- Enter through the volunteer door on the west side of the convention center off Market Street (F Lot).
- Check-in at the designer area outside the Green Room on the fifth floor of the convention center by **5:00 pm** (please check-in by 4:15 pm if you would like to join the volunteer dinner).
- A meal will be available in the volunteer refreshment area for registered volunteers and tree hosts only.
- You are expected to professionally and cheerfully represent Festival and Mary Bridge Children's Hospital.
- Again, you **may not consume alcohol**.
- Pizza will be delivered after the cocktail hour for volunteers who were unable to enjoy the volunteer dinner provided earlier.



## FORMS AND REPORTS

All forms are available on the web page, [www.marybridge.org/fot](http://www.marybridge.org/fot) and may be filled in electronically, scanned and emailed to Kelly Werner in the Festival office at: [kcwerner@multicare.org](mailto:kcwerner@multicare.org)

**Financial Agreement, Designer** – Available when you sign up to be a tree or designer or at any time after that when advanced funds are authorized.

- This must be filled out in order to receive an advance or reimbursement of funds from Festival.
- Festival may have to receive the funds from the sponsor before money can be dispersed, even if you submitted your request early on.
- Submit a new form each time funds are requested; i.e., to receive the designer portion of sponsor funds and then again to receive funds donated to your tree.
- The Festival staff requests the check from MultiCare Health System Financial Department. Processing typically requires two-three weeks.

**Financial Agreement, Tree Cash** – Due any time after funds have been received by the Festival office and are authorized for disbursement.

- This must be filled out in order to receive reimbursement of funds from Festival.
- Festival will need to have received the funds from the donor before money can be dispersed, even if you submitted your request early.
- Please submit a new form each time funds are requested
- The Festival staff requests the check from MultiCare Health System Financial Department. Processing typically requires up to three weeks.
- Designers are responsible for communicating with their donors and submitting correct requests for tree cash.
- Festival may receive last minute donations and will assign as requested.

**Catalog Description Form** – **Rough draft due by October 15** but earlier submission is appreciated – for designers. Final approval for catalog by designer will be due by Friday, November 1.

Your catalog description is the first introduction of your tree to the potential bidders. It is a key factor that builds interest and helps sell your creation. You don't have to be a creative writer to describe your tree. Give us words that we can finesse into a concise description that paints a vivid picture of what you are creating. The new form includes the following:

- **Name of the Designer and Co-Designer(s):** Including group or business (not to exceed 3 lines) along with contact information
- **Tree Title:** Brief but catchy
- **Theme:** Short tag line summarizing your tree
- **Vision:** Short description of the overall concept of the space including the story you are trying to convey, style (e.g. traditional, whimsical, artistic, sophisticated, contemporary, rustic chic), predominant color scheme, and major focal points. Please keep this description to a short paragraph.

- **Complementary Items:** Up to six (6) bullet points will be available to outline the special gifts accompanying the tree. This should be the top six (6) alluring items or experiences that come with the tree to entice buyers. Dollar value may be listed next to items, however, tree values will not be included in the catalog.
- **Note expiration dates and any restrictions.** It is not acceptable to write “assorted gift cards worth \$1,000” or “assorted tickets, gift cards and passes for various types of entertainment.” Only include items you are 100% sure you will have. Designers are responsible for ensuring all items listed in the catalog are available on Designer Day. All items are either displayed or turned in for safe keeping during the tree accounting meeting.
- **Name of the Sponsor(s):** Determined by Festival and, in some cases, by designer
- **Festival Thanks:** An ALPHABETIZED listing of all donors who contribute more than \$100 in value along with crew members you wish to recognize. There should be only one list and it should all be alphabetized. This list does NOT take the place of procurement forms. Please make sure that corresponding procurement forms are submitted on time to the Festival Office so that your donors are recognized. Failure to acknowledge donors jeopardizes future donations for all of us.

Please submit the completed form to Event Manger, Kelly Werner at [kcwerner@multicare.org](mailto:kcwerner@multicare.org) no later than October 15 so that publishing deadlines can be met. Our marketing team will review the descriptions and you will have an opportunity for final approval. All final approvals are needed by Friday, November 13. Please save the completed form with the last name of the lead designer followed by catdescform (e.g. [werneratdescform](mailto:werneratdescform)).

### **Tree Accounting Report**

*Due at Tree Accounting Appointment (November 18-19)*

- Fill out Sign-Up Genius form (to be emailed in October) to arrange your Accounting appointment. Scheduling will open October 1.
- Designers that received a Festival money via designer advance or tree cash must submit receipts for items purchased for their tree on a Tree Designer’s Accounting Report.
- Designers eligible for Festival funding who did not wish to be advanced money may submit their receipts and a Tree Designer’s Accounting Report at their Tree Accounting appointment. A Designer Advance Form must be completed. Receipts must be neatly taped to plain white paper to be accepted at MultiCare’s Accounts Payable Office. The amount of the receipts, up to the previously authorized designer budget amount, will be reimbursed to the designer. Processing typically requires up to three weeks.
- Designer advances may be used for expenses of tangible items used for decorations and gifts for the tree and the sales tax associated with those items. Time, labor, transportation and telephone expenses are not reimbursable designer expenses. Designers are encouraged to maintain records of these non-reimbursed expenses for tax purposes. They may be tax deductible.
- Please note that the Festival of Trees shares the same accounting department as the entire Multicare System. Reimbursement may take several weeks.

## Tree Inventory Report – Due at Tree Accounting Appointment (November 18-19)

- Every item associated with each tree needs to be itemized in order to comply with federal and state tax codes. It's okay to list "red ball ornaments" rather than "18 red ball ornaments" just in case one is damaged in the process. Other categories must be specific.
- A complete listing for each category of Decorations, Gifts and Certificates, Tickets, and Services is needed. The separate categories are needed to meet tax code requirements. All items procured or bought must be recorded on this report (i.e., decorations, lights, gifts, floor coverings, etc.) with the retail value stated. This is what you would reasonably pay in a store, not necessarily the Manufacturer's Suggested Retail Price.
- It is important to be accurate as this form determines the value of your tree and is given to the buyer at the Gala Auction. If an ornament was purchased at a garage sale or Good Will for \$1.00, the Tree Inventory Report should value it at \$1.00, not more.

**Donation Forms** – due as they are received but no later than Nov. 1 for catalog inclusion – please don't hold them!

All donations to your tree in the form of cash, decorations, gifts, services and discounts on purchased items must be recorded on FOT donation forms and processed through the Festival office. Donation forms turned in by Nov. 1 will be listed in the Festival Thanks portion of all Festival catalogs. Please meet that deadline so YOUR donors are recognized!

- Seek donors from the community to contribute items such as cash, gifts, and services. Use a donation form for each item you receive. **The donation form is used for all Festival donations so it is imperative that the "Trees" box is checked at the top of the form and the name of the lead designer is noted on that same line.** Tree designers may retain the donation. In those instances, the donation form should be noted as such in the "Delivery Information" section of the form. Donation "ask" letters and Festival Fact Sheets are available to support procurement efforts.
- Carry forms with you at all times. (You never know when a procurement opportunity will arise!)
- BEFORE you give the donation form to a donor, be sure to fill in the top section of the donation form, indicating that the donation is for a Tree and provide the name of your lead designer in the space provided. Festival has multiple events and many designers. Help us track your items by correctly filling out the donation form.
- Completely fill out forms the moment you get a commitment. Pay particular attention to accurate restrictions and expiration dates on gift cards. Be sure to also convey this information on Catalog Description form.
- Occasionally a donor will make a partial donation (i.e., they will discount an item that you purchase). In those cases, please include the retail value of the item(s) but also include a note indicating the amount that was a donation versus the amount that was paid. That will allow the Festival office to accurately credit the donation.
- **If the donor has given you an item(s) or cash and you opt to retain it in your possession, please complete the bottom line in the "Delivery Information" section, indicating that you have retained the cash.**

- Return the white copy to the Festival office immediately. The yellow copy is for the donor. The pink copy may be retained by the designer and turned in at Tree Accounting appointment.
- Designers who opt to purchase items without reimbursement should also complete a donation form, listing themselves as the donor. Take credit for your additional gift!
- Forms will be promptly processed and letters of acknowledgement will be sent to the donors. Thank you cards with the current Festival theme are also available for designers to send more personal notes of thanks.
- Additional donation forms are available from the Festival office or on the website.
- According to the IRS, “a charitable deduction cannot be claimed for the ‘donation’ of personal services or time.” However, we would like to acknowledge all of our generous donors with a thank-you letter and a catalog listing!

## FUNDING AND SPONSORSHIP

### Designer Funding Policy

- The Festival of Trees receives cash sponsorship for each tree. That money is used to:
  - Underwrite the initial expense of the tree, its preservation and flocking, and other costs associated with displaying the tree. This portion of the funds is retained by the Festival office.
  - Decorate the tree and enhance the package with other items, experiences and/or services. This portion of the funds is available for designers who complete a Designer Advance Agreement.
- The sponsorship fee structure is as follows:

10-12' Tree	Sponsorship fee is \$2,500. Designers may receive \$1,500.
7' Tree	Sponsorship fee is \$2,500. Designers may receive \$1,000.
5' Tree	Sponsorship fee is \$1,500. Designers may receive \$600.

- Tree Cash may also be used in support of your tree. Those funds will be available for designers once they are been received by the Festival office.

### Sponsors

The success of our Festival relies heavily on the generous financial commitment of our sponsors. Please contact the Festival of Trees Event Manager at 253-403-1387 if you have ideas for potential sponsors.

- Designers must not solicit from MultiCare sponsors without first contacting the Festival of Trees Event Manager. Conflicting requests for support could jeopardize ongoing negotiations for sponsorship. See the Do Not Call list located in the Donations Tab of your handbook.
- On your next visit to the businesses that are known sponsors, please be sure to thank them for their support of the Festival of Trees and Mary Bridge Children’s Hospital.

### Sponsor and Designer Acknowledgment and Advertising Policy

- Products and services may be incorporated into the design of the tree if the overall presentation is of a holiday nature and/or keeps with the theme.

- Tree sponsors and designers will be recognized on a sign created by Festival and placed on an easel next to the tree and in the description in the Gala Catalog. The listing of sponsors and designers in these presentations shall be of uniform typeface without business logos or individualized recognition, unless the Tree Sponsor gives at the Gold or higher level.
- **Donors of goods, services, and cash of over \$100 or more will be acknowledged by name under Friends of Festival in the Gala and Tinsel on the Town catalogs, if their donation forms are submitted by the November 1 deadline.**
- Leaflets, brochures, or other materials/gifts of a tree shall not be distributed at tree side or within the room. All advertising materials require prior approval of the Tree Designer Chair and the Event Manager.

## 10 STEPS TO SUCCESSFUL PROCUREMENT

### From the Dick and Sharon Friel Charity Auction Seminar

Tree Designers — here are some sure-fire hints and suggestions to review as you begin soliciting donations for the Festival of Trees.

1. **ORGANIZE.** Make a call list of all your prospects, past donors, friends, family, and business contacts that can help your procurement efforts. Arrange them so that you contact all of the “easy” ones first. Start with success — there is nothing like winning to keep you moving and enthusiastic!
2. **GOALS.** Set up a program to make a manageable number of procurement contacts each week. Be realistic. Work at your own speed by making at least two contacts every day. This avoids that last minute crush. Adjust your goals to match the final deadline.
3. **REACH OUT.** Call, write, and/or make contact with as many of your prospects as possible. And do it as quickly as you can. The secret is to reach as many people as you can in the shortest possible amount of time. Procurement is a numbers business — the more people you talk to the more items you will obtain. Another hint is to ask everybody you talk to for a recommendation of somebody else that might donate to this year’s auction. It is important to keep moving. Never stop once you get started. Momentum is critical to your success. Fill out your wish list for items and experience that will make your tree stand out! Make sure to return to the Festival office by the end of June.
4. **TELL ‘EM AND TELL ‘EM AGAIN.** Procurement can come from anywhere. For that reason, talk about possible auction items wherever you go: parties, meetings, social gatherings, sporting events, etc. You will be amazed at how many people have never been asked to donate. Everybody can give something to the campaign. How much? How exciting? That depends on your ideas and enthusiasm!
5. **THE FORM.** The most important procurement sales tool you have is the DONATION FORM. Nothing happens until the form is in the prospect’s hands, is signed, and delivered to the Festival office. Keep forms on hand at all times. Put at least two in your purse or pocket so that when the opportunity pops up you can close the deal on the spot! Be prepared. It’s your key to success.

6. **TOOLKIT-** Donation letters, Mary Bridge brochures, donation forms, Festival Fact Sheets, and blank Festival Thank You cards. We also have online giving pages available for you to use to customize your ask for funding from the friends and family.
7. **ASK FOR HELP.** You are not alone. You have lots of friends in the group who will help you with your procurement campaign. If you have done all you can to get an item from a prospect but need just a little extra muscle to finish your pitch, call for help. Talk to the committee chair, a Festival advisor, or someone on staff.
8. **FOLLOW UP, FOLLOW UP, AND FOLLOW UP.** It usually takes more than one call or visit to get an item. Be certain that you call back often until you have the completed form in your hand. Every year good items miss the catalog deadline or never make it onto a tree because somebody failed to follow up as promised.
9. **MEET THE DEADLINE.** There can be no exceptions. It is important to put the date on your calendar and in all correspondence to your prospects. The “stars” always set a cut-off date a week earlier. That allows them to concentrate on following up, turning in forms, picking up items and display materials, during the last week.
10. **HANG IN THERE BABY!** You will have a moment when you get behind schedule or are turned down by an important prospect. It’s the maddening side of the procurement adventure. Smile! Take a deep breath and try again. The procurement champions will all tell you that persistence, determination, and a sense of humor are your most important support systems. REMEMBER, you are a part of a most significant fundraising event, and because of what you do, we will continue to provide care for critically ill children in our community. You make a difference, and you can do it!
11. **THANK YOU! THANK YOU! THANK YOU!** Finally, you can never thank the donors enough for the unselfish and generous contributions they make. Successful volunteers and teams always show their appreciation to the donors through personal phone calls, notes, Facebook messages, photographs, and letters. Too often in fundraising, the art of saying thank you is overlooked—when it is in fact the most important aspect of solicitation. Take a minute to say thank you! Stationery is available in the FOT office.

## **ACCOUNTING FOR YOUR VOLUNTEER TIME**

### **Accounting for your Volunteer Time**

Please track the number of hours donated for each member of your design team. As you complete your design work for the year, you will be asked to report the total number of hours contributed. Not only is it required but it helps demonstrate community commitment for Mary Bridge and benefits our organization when requesting grants. Tree designers report their hours when submitting Tree Accounting paperwork during their scheduled tree accounting session three weeks prior to Festival.

### **Volunteer Registration for Tree Designer Team**

All additional design team members need to register as volunteers using the electronic registration link located on our Festival website under the “Volunteer” Tab.

## SHOPPING RESOURCES

- The following companies will allow our Festival designers to shop at their businesses at discounted prices.
- You may **not** charge purchases to Festival of Trees or Mary Bridge Children’s Hospital.

Vendor	Hours	Notes
<b>Artco</b> 5401-401 6 <sup>th</sup> Avenue Tacoma, WA 98406 (253) 759-9585	<u>Mon-Fri</u> 9:00am-8:00pm <u>Sat</u> 9:00am-6:00pm <u>Sun</u> 10:00am-5:30pm	Seniors (55 and over) receive a 10% discount off regular priced items every Monday. Military receives a 10% discount off regular priced items every Tuesday.
<b>Howell’s Home &amp; Floral</b> Wholesale/Retail 6030 NE 112 & Holman (I-205 & NE Airport Way) Portland, OR (503) 255-2001 www.howellsonline.com	<b>Open 7 days</b> <u>Mon-Fri</u> 9:00am-5:00pm <u>Sat</u> 10:00am – 5:00pm <u>Sun</u> 12:00pm– 4:00pm	Contact: Dave Howell They offer 35% discount for purchases of \$50 or more.
<b>Party @ Display &amp; Costume</b> Retail 11201 Roosevelt Way NE, Seattle, WA 98125 (888) 562-4810 (206) 362-4810 www.displaycostume.com	<u>Mon-Fri</u> 9:00am– 8:00pm <u>Sat</u> 9:30am – 6:00pm <u>Sun</u> 10:00am – 5:00pm	The store has Christmas decorations all year long with the best supply in early fall. Call ahead. They offer a 15% discount for designers. Let them know you are with the Festival of Trees in Tacoma, customer ID #100399. They may ask for your driver’s license to verify your identification.
<b>Washington Floral Services</b> Wholesale 2701 South 35 <sup>th</sup> Street Tacoma, WA (253) 472-8343	<u>Mon-Fri</u> 6:30am -3:30pm  <u>Sun</u> 10:00am -3:00pm	Designers may shop wholesale anytime upon by giving them your name or your teams lead designer’s name. Items have limited return options.
<b>Camden Gardens</b> 6535 5 <sup>th</sup> Place Ste B Seattle, WA 98101 (206) 218-4836	<b>By appointment</b> <u>Mon-Sat</u> 9:00am-3:00pm	Contact Tim ( <a href="mailto:tim@camdengardens.net">tim@camdengardens.net</a> ). They are the distributor for major department stores in Seattle and offer out of season items at discount prices.

## DO NOT CALL LIST

### Event and Tree Sponsors

Below is a list of the MultiCare Sponsors/Major Supporters. Festival volunteers, including designers, **must not** solicit from any of these businesses or individuals without calling the Festival office first. We have, or are currently in the process of, negotiating these sponsorships for the 2020 year and your contact could threaten these negotiations. On your next visit to any of these businesses, please be sure to thank them for their support of the Festival of Trees, Mary Bridge and/or other MultiCare Foundations that they may be supporting.

501 Commons	Aramark
A-Scribe Images	Asado 6th Ave LLC
AA Asphaltting LLC	Associated Petroleum Products, Inc.
AAA Washington	AT&T
Abbott Construction Inc.	Atmosera
ABM Healthcare Support Services	Auburn Auxiliary and Gift Shop
ABM Janitorial Services, Inc.	Auto Warehousing Company
The Al and Georgia\Meier Foundation	Automated Accounts
Alaska Airlines	Automotive Specialists
Alaska Airlines Pilots Charitable Fund	The Babare Foundation
Albers & Company, Inc.	The Baker Foundation
Allergan	Balfour Beatty Construction
Amazon	Ballmer Group
Ambassador Wines	The Bamford Foundation
American Cancer Society	BANK CDA
American Endowment Foundation	Bank of America Charitable Foundation, Inc.
The American Foundation for Charitable Support	Bank of America Charitable Gift Fund
The American Gift Fund	Bank of America Matching Gifts
American Industrial Partner	Bates Family Foundation
American Music Therapy Association	BCRA
Amerigroup Washington	BECU
Angel Guild Thrift Shop	BECU Dept #340
Angie's Spa Cancer Foundation	Bennett Bigelow & Leedom, P. S.
Answers Counseling & Case Management	Bess Company Inc.
Apex Foundation	Betz Family Winery
Apple Physical Therapy	Bill & Melinda Gates Foundation
	BJ's Bingo



BNBuilders, Inc.  
 Boeing Company  
 The Boeing Employee Individual Giving Program  
 Estate of Elisabeth Bondy  
 Bonfire Funds Inc.  
 June M. Boskovich Estate  
 Boush Moving & Storage  
 Bouten Construction Company  
 Estate of Lorraine Bowers  
 BrandAlliance  
 BrayCon LLC  
 Brooks Powers Group  
 Burien-White Center Rotary  
 Byrd-Forbes Farms, Inc  
 C H Murphy/Clark-Ullman, Inc.  
 C.E. Stuart Charitable Foundation  
 CA Tanson Enterprises LLLP  
 CAC of WA (WSACAC)  
 Caliber Company, Inc.  
 Cambia Health Solutions Fund of the Oregon Community Fdn  
 Cambia Health Soutions  
 Estate of Patricia Ann Campbell  
 The Capital Group Companies Foundation  
 Captain Jack's Bar & Grill  
 Cardiac Study Center, Inc., P.S.  
 Care Wear Uniforms  
 Caring For Kids  
 Carl Hossman Family Foundation  
 Carmel Ranch Revocable Trust CP  
 Carolyn Corvi and John Bates Family Fund  
 Cascade Commercial Park  
 Cascade Cougar Club  
 Cascade Emergency Physicians  
 Cascade Eye & Skin Centers, P.C.  
 Cascade Regional Blood Services  
 Catalyst Workplace Activation  
 CBRE  
 CDW Healthcare  
 Celebrate Seniority Grannies' Attic  
 Centene Management Company LLC  
 Charger's Cheer  
 The Charles Maxfield Parrish & Gloria F. Parrish Foundation  
 Charme Nails and Skin Studio  
 The Confederated Tribes of the Chehalis Reservation  
 Ben B. Cheney Foundation  
 Chevrolet Buick GMC of Puyallup Inc.  
 CHI Franciscan  
 The Chicago Community Foundation  
 Chicago Title Company  
 Chick-fil-A at 38th & Steele  
 Chick-fil-A at Puyallup FSU  
 Chiesi  
 Child's Play Charity  
 ChronoTrack Systems Corp  
 City of Burien  
 City of Des Moines  
 City of Puyallup  
 City of SeaTac  
 City of Seattle - Homewise Weatherization Program  
 City of Sumner  
 City of Sumner Golf Tournament  
 Clark/Kjos Architects, LLC  
 Colson Family Foundation  
 Columbia Bank

Combined Fund Drive Secretary of State of Washington  
Comcast  
Comic Relief, Inc  
Community Cancer Fund  
Community Health Care  
Community Health Plan of Washington  
Conks Cheer  
Consolidated Electrical Distributors – Lacey  
Coordinated Care  
Corliss Estates  
Corona Steel, Inc  
Courtyard Tacoma Downtown  
Covalon Technologies AG Ltd  
Crane Fund for Widow and Children  
CyberGrants  
Cybernet  
Cystic Fibrosis Foundation  
D.A. Davidson & Co.  
Dart Foundation  
Captain Sue Dauser Guild  
David L. Crouch, DDS, MSD, PS  
DaVita, Inc.  
The De Falco Family Foundation  
Deaconess Nursing Alumni  
Delta Airlines  
Desautel Hege  
Destination Harley Davidson of Tacoma  
Devish Family Charitable Fund  
Diagnostic Imaging Northwest  
Dillanos Coffee Roasters  
Dimmer Family Foundation  
Dino Kid's Dentistry  
DispatchHealth

Dobler Management Company, Inc.  
Dollens Family Foundation  
Donate For Charity Inc.  
Dorsey & Whitney LLP  
DP&C  
Ducky's Office Furniture  
E9 Tacoma, LLC  
Early Life Speech & Language  
Eastern Washington University Foundation  
ECS Supplements LLC  
William and Joyce Edwards Foundation  
Edwards Memorial Center, LLC  
Eisenhower Carlson PLLC  
El Corazon Winery  
Elite Island Resorts Caribbean  
Elliott Paint Company  
Elmer's Restaurants, Inc  
Emerald City Social Club  
Emerus  
Empire Health Foundation  
Empower Retirement  
ENLS Conference  
Enterprise Holdings Foundation  
Epic  
Epic Seats  
Estate of Carmen J. Malmanger  
Estate of Freda F. Serfass  
Estate of Kathryn E. Barnard  
Eterna Vein and Medical Aesthetics  
Evelyn Egtvedt Charitable Trust  
Eventbrite  
Eventech LLC  
Fain Anderson VanDerhoef Rosendahl  
O'Halloran Spillane PLLC

Fairweather Lodge #82	Gallucci's Catering
Falck	Garrison Titan
Falck Northwest Corp.	Genentech, Inc.
The Adria D. Farber Charitable Fund	General Plastics Manufacturing Company
Farrelli's Wood Fire Pizza	Gesner-Johnson Family Foundation
Favros Law	Gig Harbor Lions Club
Fidelity Charitable Gift Fund	Bruce W. Gilpin Memorial Foundation
Figures 24/7 - Women's Health and Fitness Center	Glenmede Trust Company, N.A.
Fircrest Golf and Country Club	GLY Construction
Fire & Vine Hospitality	Gonzaga University
Fire Door Solutions	Good Samaritan Gift Shop
First Choice Health	Good Samaritan Hospital Auxiliary
Firstline Communications	The Good Ward Corporation
Florence and Orville Shortlidge Charitable Trust	Goodale & Barbieri Company
Franciscan Foundation	Grand Aerie Fraternal Order of Eagles
Fraternal Order of Eagles Buckley Auxiliary #1387	Family Trust #1 Under Will of Mary Anne Gray
Fraternal Order of Eagles Daffodil Auxiliary #2308	Gray Lumber Company
Fraternal Order of Eagles Elma Aerie #1440	Greater Tacoma Community Foundation
Fraternal Order of Eagles Kent Auxiliary #362	Greater Tacoma Convention Center
Fraternal Order of Eagles Puyallup/Daffodil Aerie #2308	Estate of Betty J. Green
Fraternal Order of Eagles South Tacoma Auxiliary #2933	Green Diamond Resource Company
Fraternal Order of Eagles Tacoma Aerie #3	The Greg D and Melanie S McFarland Foundation
Fred Hutchinson Cancer Research Center	Gridiron Creek Foundation
Freedom Seekers Motorcycle Club	GTS Interior Supply
Freightliner NW	H&R Block
Gottfried and Mary Fuchs Foundation	H. E. Anderson Family Foundation
Gaffney Funeral Home	Harmon Brewing Company
Leo and Katherine Gallagher Foundation	Harnish Auto Family
The Gallery Glass & Wares LLC	Hasbro Children's Fund, Inc.
	Hayes Management Group
	Hayward Family Foundation
	HDR

HDR Architecture, Inc  
HDR-Seattle  
Health Catalyst  
Health Management Associates  
Hearst Foundations, Inc.  
Heartland Express, Inc. of Iowa  
Heartland, LLC  
Heritage Bank  
Heritage Bank-Lakewood Branch  
Heritage Distilling Company  
Hermanson Company LLP  
Hill Moving Services  
Hinz & Bird PLLC dba Harbor Oral Surgery  
Hjelseth|Pilant Real Estate  
Esther Hodges Guild  
Hokold Foundation  
Holiday Guild  
Holland America Cruise Line, Inc.  
Howard S. Wright Constructors  
Estate of Eleanor Howe  
HSNW Puyallup LLC  
Leslie and Velma Huff Trust  
Humana  
Hyada Park Guild  
Hyde Family Foundation  
Hyundai Motor America  
HZ Designer Jewelry LLC  
Iceland Travel  
Imperial Sovereign Court of Tacoma  
Inland Northwest Gift Shops  
International Union of Operating Engineers  
Local #612  
Islam Family Foundation  
The J. P. Morgan Chase Foundation  
J.P. Morgan Chase & Co.  
Jake Sterino Inc.  
James M. Lea Foundation  
Janssen Pharmaceuticals Inc  
JAYRAY  
Jeffris Wood Fund  
Jennelle Marcereau Photography  
Solweig E. Jensen Estate  
Beverly J. Jewell Memorial Foundation  
John L. Scott Foundation  
Johnson & Johnson Corporate  
Joli Diagnostics, Inc.  
Jonathan and Bobbe Bridge Family Donor  
Advised Fund  
K&L Gates  
Kaiser Permanente  
Karr Tuttle Campbell  
Kaufman Hall & Associates, Inc.  
Kelly Brady  
Kelly Foundation of Washington  
Kent Lions Club  
Kentlake High School  
Kerry Oliver Guild  
Kevin A. Iverson, CPA  
KeyBank  
KeyBank Foundation  
Kia of Puyallup  
June R. Kilworth Foundation  
The Florence B. Kilworth Foundation  
Kimmie's Kiddos  
King County Best Starts for Kids  
King County Housing Authority  
King County Housing Office

King County Metro Transit - Passenger Van  
& Bus Tickets  
Kitsap Bank  
Douglas J. Knight, DDS, MSD  
Knights Of Columbus Council 5495  
KONE - Seattle Branch  
Kontos Cellars  
Korsmo Construction  
Korum Automotive Group, Inc.  
Korum for Kids Foundation  
Korum's Puyallup Nissan  
KPMG  
The Kroger Co. Foundation  
L.T. Murray Family Foundation  
Ladenburg Law, P.S.  
Ladybug Family Foundation  
Laird Norton Family Foundation  
Lakewood Community Foundation  
Lakewood Elks Lodge BPOE #2388 &  
Emblem Club #441  
The Lammedee Family Living Trust  
Le Cher Productions  
Legacy Vietnam Veterans Motorcycle Club  
Lemay Inc Pierce County Refuse  
LeRoy Jewelers  
Les Schwab Tire Centers of Washington,  
Inc.  
Estate of Lucille F. Lewis  
Lexus Of Tacoma At Fife  
Lexus Pursuit of Potential  
Liang Pacific, Inc.  
Life Care Center of Puyallup  
Life Care Center of South Hill  
Light Dental Studios  
Logan Circle Partners

Loyal Order of Moose #1109 Chehalis Lodge  
LP Tent-North America Head Office  
Lucky Seven Foundation  
The Lufkin Family Fund  
M&L Supply Company  
Maeve Harris Studio  
John E. Manders Foundation  
March of Dimes Foundation  
March of Dimes Foundation - Western  
Washington Chapter  
The Marco J. Heidner Charitable Trust  
Mariner Construction  
Martyn Family Foundation  
Mary Bridge Brigade  
Mary Bridge Gift Shop  
Mary Bridge Med-Surg Department  
Mary Bridge Pediatric Orthopedics  
Mary McDirmid Financial Advising  
Master Builders Association of Pierce  
County  
Trust of Inez Mattison  
Mattson Management LLC  
MC Parcel Delivery, Inc.  
McCallum License Agency, Inc.  
Dotha McCormick Guild  
D.V. and Ida J. McEachern Charitable Trust  
MCG Health  
McGavick Graves, P.S.  
McGranahan Architects  
McKay Wealth Management  
McKinstry Co.  
McPhee Dental Group  
Medina Foundation  
The Memton Fund, Inc.

MetLife Investment Management  
Metropolitan Market  
Estate of Rosemary J. Mettler  
Estate of Charles J. Mettler  
Milam Jeep Mazda  
Gary E. Milgard Family Foundation  
Mitigation Masters LLC dba Servpro of Tacoma/UP  
Moccasin Lake Foundation, Inc.  
Molina Healthcare of Washington  
Mom365  
Morton McGoldrick, PLLC  
Mosby Farms  
Moss Adams, LLP  
Mountain Lodge Farm  
Mountain Moving & Storage  
Mt. Rainier Emergency Physicians  
Muckleshoot Casino  
Muckleshoot Charity Fund  
Muckleshoot Indian Tribe  
MUFG- Union Bank NA  
MultiCare Employees Arts and Crafts Sales  
MultiCare Governmentl Relations  
MultiCare Health System  
MultiCare Health System Endowment Fund  
MultiCare Health System Human Resources  
MultiCare Nutrition Services  
M.J. Murdock Charitable Trust  
MW Consulting Engineers  
Nabila Foundation  
NADA Foundation  
Names Family Foundation  
Nancy Steiger Consulting LLC  
National Philanthropic Trust  
NC Kayak  
Neeb Family Foundation  
Network for Good  
The Bob and Hanna Nevins Family Fund at Schwab Charitable  
Niagara Bottling, LLC  
Sue D. Nilsson Endowment Fund  
Nisqually Indian Tribe  
Nisqually Tribal Council  
Nordstrom  
Nordstrom Charitable Giving  
Nordstrom, Inc.  
Northwest Children's Foundation  
Northwest Corrugated Box Co.  
Northwest Kidney Centers  
Northwest Medical Specialties PLLC  
Northwest Physicians Network  
Northwest Specialty Hospital  
Northwestern Mutual - Puget Sound  
NW Utility Services, LLC  
oBJEKTS, LLC  
Ohana Harbor Coffee  
Ohana Wellness  
The Old Cannery Furniture Warehouse  
Old Town Bicycle, Inc.  
Olympia West Lions Club  
Olympic Interiors  
Olympic Landscape LLC  
Olympic Sports And Spine  
One Call for All  
One Digital Heath & Benefits  
Optum Pierce BHO  
Oral and Facial Surgery Center of Puyallup  
Out Of The Box Manufacturing

Outpatient Physical Therapy  
PABCO Roofing Products  
PACCAR Foundation  
Pacific Coast Charities  
Pano Koumantaros Cancer Research Fund  
Parker, Smith & Feek  
Patagonia Ballard  
Patrick and Anna M. Cudahy Fund  
Patriot Fire Protection, Inc.  
Pease Construction  
Pediatrics Northwest, P.S.  
Pediatrix Medical Group  
Pediatrix Medical Group, Inc.  
Pediatrix Medical Group, Inc. – Neonatology  
Peninsula School District No. 401  
Pennington Picnic  
Dr. Penrose Guild  
Pepsi Cola of Tacoma  
Perkins Coie Foundation  
Perkins Coie LLP  
Phase II, Inc.  
Physicians Insurance  
Pla & Watts Endodontics  
Plumb Signs Inc.  
Plymouth Congregational Church  
PMA Foundation  
Poetry Inn  
Point B Solutions  
Port Orchard Lions Club  
Potelco  
Poulsbo Lions  
Powell Family Foundation  
Precision Electric Group, Inc.  
Precision Iron Works Inc  
Premera Blue Cross  
Premera Blue Cross Corporate Offices  
Western Washington  
Premera Social Impact  
Premier Media Group, Inc.  
Prime Electric  
Prime Electric, Inc.  
Print NW  
Proliance Surgeons  
Propel Insurance  
PSF Mechanical, Inc.  
Public Health--Seattle & King County  
Puget Sound Collections, Inc.  
Puget Sound Energy Foundation  
Puget Sound Orthopaedics  
Pulse Heart Institute  
Purdue Pharma  
Puyallup Elks Lodge #1450  
Puyallup High School Cheer Squad  
Puyallup Surgical Consultants  
Puyallup Tribe Gaming Commission  
Puyallup Tribe of Indians  
Quality Fence Builders, Inc.  
Quanex  
Quanex Foundation  
Quest Diagnostics  
Quisenberry Family Foundation  
Radia  
Rainier Anesthesia Associates PC  
Rainier Connect  
Rainier Hematology-Oncology  
Ray's Boathouse, Inc.  
Raymond James Charitable  
Raynier Institute & Foundation

Rayonier Operating Company LLC	SB Structures LLC
Rayonier, Inc.	Scarsella Bros., Inc.
RBC Wealth Management	Schoenfeld-Gardner Foundation
RealNetworks Foundation	Schwab Charitable Fund
Renaissance Charitable Foundation, Inc.	SCL Health
Renton Eagles Auxiliary #1722	SeaPort Sound Terminal
Retirement Connection, LLC	Seattle Children's
RFP Manufacturing, Inc	Seattle Children's Hospital Foundation
Dr. Edward A. Rich Guild	Research Foundation
Ricky J's Restaurant and Bar	Seattle Children's Theatre
The Rite Aid Foundation	The Seattle Foundation
Robert & Genevieve Watson Fund at the	Seattle Foundation
Seattle Foundation	Seattle Mariners
Rockwood Clinic Medical Foundation	Seattle Seahawks
Rockwood Employee Hardship Fund	Seattle Sounders FC
Rodney Strong Wine Estates	Seattle Symphony
Roger M and Paula R Smith Charitable Trust	SEFNCO Communications – Sumner
Rotary Club of Covington	SEI Giving Fund
Rotary Club Of Lake Union	Sellen Community Foundation
Rotary Club of Tacoma South	Sellen Construction Co., Inc.
Royal Arch Masons Children's Heart	Sequoia Foundation
Foundation	Lillian Shotwell Guild
RSM US LLP	Showcase Magazine
RunSignUp	John and Catherine Shuler Charitable Trust
The Russell Family Foundation	Erma & Robert Shumate Guild
Russell Matching Gifts Program	Siemens Industry, Inc.
H. Arthur Rust Irrevocable Trust	Sierra Pacific Foundation
Helen M. Rust Irrevocable Trust	Sigmund Software LLC
Sacramento Region Community Foundation	Silver Springs Organics
Safe Crossings Foundation	Simplifi
Safety National	Sisters of Perpetual Indulgence
Saint-Gobain Corporation	Sisters of Providence
Saint-Gobain Plastics	Skanska
Samaritan Healthcare	Skylite Cellars



Solaz, A Luxury Collection Resort  
Solemn Cellars  
Sound Built Homes, Inc.  
Sound Credit Union  
Sound Family Medicine  
Sound Physicians  
Sound to Narrows Revenue Record  
South Sound Running  
Spanaway Moonshiners, Inc.  
Spokane Emergency Care Physicians, PLLC  
Spokane Hoopfest Association  
Spokane Indians Baseball Club  
Sprague Pest Solutions  
The St. Regis Punta Mita Resort  
Stafford Suites  
Star Moving Systems  
Starbucks Coffee Company  
The Stearns Family Foundation  
Stellar Industrial Construction Supply  
Stewardship Foundation  
Subaru of America Inc  
Subaru of Puyallup, Inc.  
Sunbelt Rentals  
Sunset Auto Family  
Sunset Chevrolet, Inc.  
Swedish Health Systems  
Sweets, Treats, & Designs  
Sysco Seattle, Inc.  
Sysmex America, Inc.  
Tacoma Anesthesia Associates, Inc.  
Tacoma Arts Live  
Tacoma Corvette Club  
Tacoma Emergency Care Physicians  
Tacoma Export Marketing Company

Tacoma Fitness, LLC  
Tacoma General Hospital School of Nursing Alumnae Association  
Tacoma Glassblowing Studio  
Tacoma Rainiers Baseball Club  
Tacoma RV Center, Inc  
Tacoma-Pierce County Health Department Mobile Immunization  
TAPCO Credit Union  
Targa Real Estate Services  
Targa Sound Terminal LLC  
Tarragon  
Taylor-Thomason Insurance  
TCI - Technical Contractors, Inc  
Tegna Foundation  
Teknon  
TEMCO  
TEW Foundation  
The #5 Foundation  
The Backyard Factory  
The BC and DJ McFarland Foundation  
The Finest Accessories, Inc.  
The Genoa Foundation  
The Givin and Nancy Chase Charitable Fund  
The Holland Family Health Fund  
The Lightner Smith Designated Fund at The Seattle Foundation  
The Macfarlane Foundation  
The Martin Brower Company  
The Norcliffe Foundation  
The Original Pancake House  
The Pam Foster and Liz Austin Fund  
The San Diego Foundation  
The Signatry  
The Table

The Truss Co. and Building Supply, Inc.  
The UPS Store - Gig Harbor  
Theater One  
THG, LLC  
The Jean E. Thomson Foundation  
Thrivent Choice Dollars  
Thrivent Financial for Lutherans  
Time Equipment Company  
The Titus-Will Families Foundation  
Titus-Will Ford/Toyota  
Tom and Meg Names Family Foundation  
Toril Sells Houses  
Toscanos Cafe & Wine Bar, LLC  
TOTE Maritime Alaska  
Toyota Dealer Match Program  
Toyota of Puyallup  
Toys For Kids  
TRA Medical Imaging  
TRA Medical Imaging Foundation  
Transamerica Retirement Solution Corp  
Transamerica Retirement Solutions  
Transportation Club of Tacoma  
Trouves Health Care Corporation  
Tucci & Sons, Inc.  
Tulalip Tribes  
Tulalip Tribes Charitable Fund  
UBS Donor Advised Fund  
Undead Labs  
UniFirst Corp.  
Union Bank Private Bank  
United Crawlers  
United Health Group-Employee Giving Campaign  
United Parcel Service - Northwest District

United Way of Greater Philadelphia & Southern New Jersey  
United Way of King County  
United Way of Pierce County  
United Way of Pierce County - Adult Day Health  
UnitedHealthcare Company  
UnitedHealthcare Military and Veterans Services  
University of Washington  
US Bank - Bellevue Main Branch  
US Bank Foundation  
US Bank National Association  
USI Insurance  
USI Insurance Services, LLC  
UW Medicine  
UW Medicine-Gonzaga University Regional Health Partnership  
Valley Buick GMC  
Value IQ  
Estate of Simon Vanderlee  
Vanguard Inc.  
Vanguard Charitable  
Vantage Radiology & Diagnostic Services, P.S.  
Visual Options, Inc  
Volkswagen of Puyallup  
Wagstaff, Inc.  
The Wal-Mart Foundation  
The Walker Group  
Walla Walla Vintners  
Washington Gastroenterology, Digestive Health Specialists  
Washington State Auxiliary Fraternal Order of Eagles  
Washington State Eagles Aerie

Washington State Fair  
Washington State Health Care Authority  
Way Scarff Ford of Auburn  
Wayne's Roofing, Inc.  
Weenonah Guild  
Wells Fargo Bank - 5th & Jefferson  
Wells Fargo Bank - Seattle Main  
Wells Fargo Bank - Spokane Main  
Wells Fargo Bank, N.A.  
Wells Fargo Foundation  
Wells Fargo Philanthropy -Gaspar Family  
Charitable Gift Fund  
West Region EMS and Trauma Care Council  
Inc.  
Western Washington Pathology, P.S.  
Westgate Guild  
Whim W'Him  
Whisper Foundation  
White Rose Estate  
Whitecap Health Advisors  
Whitworth University  
Whitworth University MBA Program  
Wild Waves Holdings, LLC  
Windermere Foundation - Seattle Eastlake  
Windermere Professional Partners LLC  
Wold Enterprises  
Woodcreek Pediatrics  
Woodland Park Zoo  
Woodworth Capital, Inc.  
Woodworth Family Foundation  
Workpointe  
World Fuel Services  
World Vision, Inc.  
Wren Holdings LLC  
Wright Hotels, Inc  
WSP Foundation, Inc.  
Wyman Youth Trust  
X Group  
Zenczak and Partners  
Zoll Medical Corporation