



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



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**2024 TREE DESIGNER  
HANDBOOK**

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BRIDGE  
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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. Hundreds of 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, Community Events, 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.

## 2024 Mary Bridge Festival of Trees

<b>THEME &amp; COLORS</b>	<b>Theme: “Magic Lives Here”</b> Colors: Colors: Dark blue, dark green, black, crème hints of gold
<b>LOCATION:</b>	<b>University of Puget Sound, Tennis Pavilion</b>
<b>THEME INSPIRATION</b>	<i>The magic of Disney-inspired storytelling</i>
<b>EVENT PROCEEDS</b>	The new Mary Bridge Children’s Hospital
<b>EVENT SPECIFIC</b>	<p><b>Tinsel on the Town (Friday, December 6, 2024)</b></p> <ul style="list-style-type: none"> <li>• Goal: 500 guests</li> <li>• Evening proceeds:</li> <li>• Ticket price: \$200</li> <li>• Theme: Under the Sea, Little Mermaid inspiration</li> <li>• Colors: Rich deep blues, black, and gold (for a little shimmer)</li> </ul> <p><b>Gala (Saturday, December 7, 2024)</b></p> <ul style="list-style-type: none"> <li>• Guest Goal: 500</li> <li>• Ticket price: \$350/guest</li> <li>• Theme: Enchanted Forest inspired by the magic and whimsy of so many of our favorite children’s stories</li> <li>• Colors: Rich greens, gold, and hints of crème (<i>think fireflies</i>)</li> </ul>

## Who to Call for Help

Area & Support Role	Contact Information	
Tree Designers Co-Chairs Tree Designer Questions	Robin Bachmeier C: (253) 686-6359 <a href="mailto:robinsfa@comcast.net">robinsfa@comcast.net</a>	Charlene Richardson C: (253) 861-4234 <a href="mailto:Richardson_cd@gmail.com">Richardson_cd@gmail.com</a>
Trees Group Chair Tree Questions	Jeri Campbell Trees Group Chair C: (253) 732-1860 <a href="mailto:jcamp40895@aol.com">jcamp40895@aol.com</a>	
Tree Accounting Tree Accounting Chair	Maria Ichiyama C: (253) 265-3267 <a href="mailto:randysfd@aol.com">randysfd@aol.com</a>	
Special Event Information 2024 Festival Event Chair	Miles Eaton C: (253) 355-5862 <a href="mailto:miles@detailshometeam.com">miles@detailshometeam.com</a>	
Designer Funds, Donations and Sponsorship  Executive Director of Special Events	Kelly Werner W: (253) 403-387 C: (360) 865-2469 <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a>	
Creative Writing Support  MultiCare Foundations, Communications Manager	Shelby Taylor W: (253)680-6382 <a href="mailto:Shelby.taylor@multicare.org">Shelby.taylor@multicare.org</a>	

## Tree Designer Timeline

Date	Event/Time	Location/Email
Aug 9	<b>Tree Designer Application DUE!</b>	Email: <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a>
Aug 31	<b>Mini Tree and Wreath Designer Application DUE!</b>	Email: <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a>
Sept. 12	<b>Designer Workshop – Kick Off!!</b>	<a href="#">324 S I Street</a> (Tacoma) Bunker Conference Room
Oct. 11	<b>Tree Design Information Due!</b> Email to Kelly ( <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a> )	Email: <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a>
Nov. 1	<b>Catalog Rough Draft Descriptions Due!</b> Email to Kelly ( <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a> )	Email: <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a>
	<b>Donation Forms Due for listing in catalog!</b> Email to Kelly ( <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a> )	Email: <a href="mailto:kcwerner@multicare.org">kcwerner@multicare.org</a>
Nov. 14	<b>FINAL Tree Designer Workshop</b>	<a href="#">324 S I Street</a> (Tacoma) Bunker Conference Room
Nov. 23/24 (Sat. or Sun.)	<b>Tree Designer Day – In-hospital Trees</b>	
Nov 25 (Mon.)	<b>Large Tree Designer – Load-in and early set up</b> <b>Mini tree and wreath delivery</b> <b>4-9pm</b>	University of Puget Sound Tennis Pavilion  3326 N 11 <sup>th</sup> St. Tacoma, WA 98416
Nov 26 (Tues.)	<b>Tree Designer Day</b> <b>Mini tree and wreath delivery</b> <b>8am – 6pm</b>	
Nov 27 (Wed.)	<b>Tree Photos</b> <b>9am-2pm</b>	
Nov. 30-Dec. 1 (Sat. – Sun.)	<b>Public Hours</b> <b>10am – 4pm</b>	
Dec. 3 (Tues.)	<b>Special Tours</b> <b>9am – 4pm</b>	
Dec. 5 (Thurs.)	<b>Bridge Builders Luncheon</b> Event time: 11am-1:30pm	
Dec. 6 (Fri.)	<b>Tinsel on the Town</b> Event time: 6-11 pm	
Dec. 7 (Sat.)	<b>Gala and Tree Auction</b> Event time: 6 – 11pm	
Dec. 8 (Sun.)	<b>Tree Packaging</b> 8-10am <b>Tree Delivery/Angeling</b> Noon – 7pm	
Dec. 9 (Mon)	<b>Tree Delivery</b> for trees unable to be moved on Sunday.	
Jan. 4-5	<b>Hospital trees take-down</b> 8:00 am – completion generally done around noon.	

# TREES

## Designing Your Tree

Festival of Trees staff 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. Our trees are 7-foot, noble fir tree with an applied fire retardant. Designers may opt for a green or white dipped tree that could be left plain or flocked. Flocking option include tips, light, medium and heavy. 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 to be part of your tree display.
- Alcohol may be included in tree displays but may not be the sole focus of display or theme.
- 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

Trees will be given a 10' x 10' space for design, **but you are not being asked to fill the space.** If you are needing a large vignette space, please let your Tree Designer Chairs know. **Trees will have a 36" x 36" cross base to stabilize the tree.**

- Floor covering is not required however **tree skirting needs to be provided.**
- Power will be provided along with two, metal power strips with a 3' cord.
- 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' wide house door. Platforms will need to be in at least 2 pieces.
- Your space should be designed to be viewed from all sides.
- **Tree toppers that are fragile or make the tree exceed the 8' limit MUST be removable.**

## 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.
- 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 for your boxes during designer 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, 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 strips 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 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 items remain with the tree.
- 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!**
- Lights independent of each other are highly recommended (if one light burns out, the rest stay on.)
- A maximum of 2 strands of lights plugged in together is recommended but, if you're using LED lights you can typically connect 8-10 strings together. 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 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 Co-chairs 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.
- **Fragile tree toppers or toppers that make the tree exceed the 8' moving truck height restriction must be removeable so your tree can remain upright during the moving process.**

## Designer Day

**Courtesy.** Designer Day can be 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 (two metal surge protectors with a 3' cord will be provided for you courtesy of the Festival of Trees.)
- 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 University of Puget Sound provide ladders for your use.
- Broom & dustpan or portable vacuum for cleanup.
- Additional suggested items & tips are covered at the Designer Workshops.

### Designer Day Videos

- Designer Day we will be grabbing “B-roll” of your tree and design team building your tree to include in our event auction.

### Designer Day (November 23 or 24 for in-hospital and November 26 for venue, on-site)

- Early drop-off and light work are welcome on Monday, November 25. Doors open at 4pm and close at 9pm.
- 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 4' tree takes approximately 4 man-hours, and a 7' tree may take 8 man-hours.

### Parking and Check-in

- Unloading directions will be shared at our last Tree Designer Meeting

### 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 make sure to register your tree helpers through our Sign-Up Genius page **by Friday, November 22**.

## Safety

- Children 10 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.
- 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.
- Please store your bagged items behind the curtain or with our logistics team.

## Signage

Festival provides tree signs that list the tree number, tree name, designer name, sponsor(s) name brief write-up on tree and two-three bullet points highlights gifts and/or packages.

- Additional signage related to the design, gifts or donations by Friends of the Festival is permitted. Signs need to be professional, maximum size of 24" x 30" (for trees). 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. Please DO NOT wrap gift cards or gift certificates.**
- If you have questions regarding the suitability of your signage, contact the Tree Designer Co-Chairs or the Event Manager for clarification and approval.

## End of Day Deadline

- **At 6 pm, all designers must have their tree and display area completed.**
- At 2 pm the venue will go dark for lighting placement. You may continue to work during this time if you need.
- All trees will be professionally photographed on Wednesday, November 27. The photos will be uploaded to the Festival website for viewing by the weekend. They also will be forwarded to each sponsor and to lead designers via email.

# 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.

- For live auction trees, a special item or feature may be displayed on stage while it is being auctioned.
- 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 3 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 Tree Designer Co-chairs. *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?

- Attire for Tinsel on the Town is holiday cocktail and Gala is black-tie. Wear dress clothes appropriate to the event or dress in costume to enhance your theme.
- Check-in by 5:30pm (please check-in by 5:00 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 may want to select your meal, label it, and set it aside to eat when guests are seated.
- You are expected to professionally and cheerfully represent Festival and Mary Bridge Children's Hospital.
- Again, you **may not consume alcohol**.

## Tree Angeling

### Packing & Delivery Angels

Being the Packing & Delivery Angel for your tree **is required** and part of the Festival of Trees experience for your buyer. It's imperative that someone who is familiar with how the tree was put together and displayed is part of the team that packs everything neatly and arranges it in the buyer's home. It's a great way to meet the people who are proud to showcase your talent in their home and share some of the things that make Festival special to both of you. **It is part of your commitment as a designer to designate an angel if you are not able to do so yourself.**

### The Process

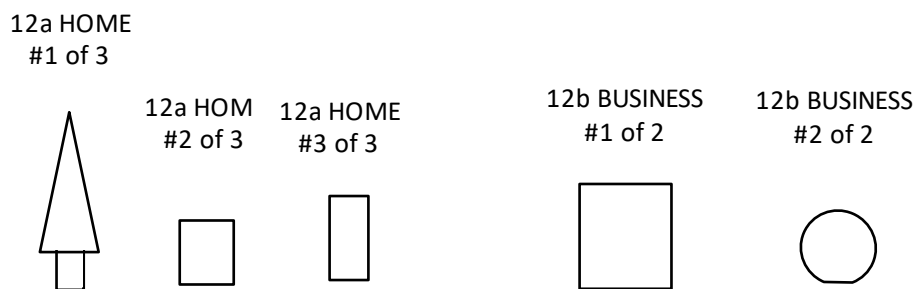
- On Sunday morning, please check in with our Tree Designer Chairs to pick up your tree delivery information sheet and confirm your Angel. The Tree Delivery Sheet will share who purchased the tree, where they live, and any special arrangements the buyer mentions (gates, etc.). The Angel should then call the buyer, confirm what items are to be delivered with the tree, and confirm the

delivery address. Some trees may go to a different location than their gifts, and that information needs to be confirmed and re-confirmed with the buyer. Some buyers do not want carpet remnants used as flooring in the display or the stands for the trees. The buyer should have noted such requests on their delivery form, which the Tree Designer Chairs have provided. Please confirm with the buyer what they want and share that information with your packing team. Ask the buyer to call you once the tree has arrived. Set up a time to visit, unpack and arrange the tree and gifts artfully. Most trees are delivered between 11:00 am and 7:00 pm. You will need to call the buyer to verify the tree has arrived, if they forget to call you. Many buyers like to meet the designers and may prefer an evening or weekday appointment. As long as it is a mutually agreeable time for unpacking, the actual appointment time is not important.

- Large items such as backdrops 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.
- On Sunday, December 8, the Angel and his/her team should meet at 8:00 am at the Tennis Pavilion. Angels pick up a packet that includes Angel instructions, buyer information, and tree inventory. Valuables not picked up after Gala may be in the packet as well. Packing is generally finished by 10:00 am. See *packing guidelines below*.
- On Sunday, trees and packages will be picked up by volunteer moving staff and delivered to the purchasers' homes or designated donation location. We do our best to keep buyers apprised of the time to expect their tree, but delays and complications sometimes occur. Contact the Festival office with scheduling/logistics questions. After the buyer has let you know, the tree has arrived, you should meet, unpack, recycle packaging, and glow! Another successful year for the Festival of Trees has come and gone! Call the Festival of Tree office when your display is complete.

### Packaging Guidelines for Sunday Morning

- Bags and boxes you saved from Designer Day will be pulled out for you.
- There will be volunteers for the primary purpose of removing trees from their platforms. They will be identified at the brief meeting prior to packing.
- Number all bags, boxes, and the tree (i.e.; #\_\_\_of\_\_\_). Your tree is always #1.
- For split deliveries, clearly label the destination. The TREE will always go to Destination A, still numbered #1. Destination B will have an item other than a tree for #1.



- Pull plastic bag up to top of tree and cinch with tape, folding down long leftover flap. Include the power strip(s) and all electrical elements with the tree. Pull plastic snugly around tree by taping in a tight loop at the base and spiraling stretch wrap or tape snugly around tree. Cut 2 handholds on opposite sides of tree below waist height (where the trunk is an easy reach through a gap in the ornaments) and mark them with a taped-on sign that says, "HOLD" or "GRAB HERE." If trees are not snugly wrapped, stands or ornaments may be broken in transit!
- If you are not part of the Angel Team after delivery on Sunday, include directions on how to reattach the topper.
- Bag or box all items that are being delivered – furniture, easels, detachable tree toppers, etc. There should be no exposed surfaces. Volunteers are moving these items and are handling several trees

that day. Protect the buyer's purchase and make things easy to deliver. Remember to label all items.

- Only one box should go in each bag.
- Check out with a member of the Tree Angel team (located at table near stage, where all labels, tape, and markers are found). Before you depart, show them you're all organized and good to go!
- If you can, help others with their trees. We're all here to make the event a success!

### Supplies to Bring with You

- Ladder
- Broom & dustpan or small vacuum
- Extra bags or boxes (bubble wrap will be provided by the Festival of Trees)
- Scissors
- Tape and markers are provided but you may also want to bring your own

### Donated Tree Removal

Many of our buyers choose to donate their tree to our hospitals and clinics so they can be enjoyed by our patients. If your tree is donated to a MultiCare facility, you are also responsible for take down/disassembling the tree and any additional items on as noted on the timeline above.

- Volunteers are greatly needed to accomplish this task. If you expect to be in the area, please consider helping for a few hours that morning.
- If your tree was donated, please retain your boxes and packing materials after angeling your tree. Ideally, members of your team will be able to return with those boxes and packing materials to remove all decorations. If that is not possible, please bring your labeled boxes and packing materials to the Festival Office after angeling your tree or notify the Festival office that you will need those materials picked up.
- Some buyers choose to retain decorations, while others donate them. Unwanted decorations will be returned to the Festival Office for use by designers the following year. **Designers who take down their own tree may choose to personally retain their decorations.**
- With enough volunteer help, all decorations should be packed by end of business unless other arrangements have been made. The Festival office will arrange for the trees and decorations to be removed and for the custodial staff to clean the area.

## 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 three -four 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 Nov. 1 but earlier submission is appreciated – for designers.**

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. We know this can be the tough and so please feel free to reach out to Shelby Taylor for some creative writing assistance! Contact information is noted in the "Who to Contact" section at the beginning of the handbook.

Give us words that we can finesse into a concise description that paints a vivid picture of what you are creating and what is included with your tree. 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
- **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.
- If you are creating a themed getaway but providing VISA gift cards to cover the estimated expenses, please make sure to note this. Otherwise, your buyer could be looking for specific gift cards or package information that doesn't exist. Be clear in your communication.
- **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.
- **Catalog Draft:** Please provide your catalog write-up staying between 150-175 words with a maximum limit of 200. This does include bullet points. Please start your bullet points listing with the greatest value or most unique feature/experience and working down.

Please submit the completed form to Event Manager, Kelly Werner at [kcwerner@multicare.org](mailto:kcwerner@multicare.org). Our marketing team will review the descriptions and you will have an opportunity for final approval. All final approvals are needed by end of designer day if not sooner. 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 (email in advance or designer day)

- 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. You may send copies of your receipts and keep the originals if any questions arise. Multiple receipts can be secured on a plain white sheet for ease of email.
- 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 3-4 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 or end of Designer Day (November 26)

- 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.**
- All forms are available electronically can be filled out online and emailed in. If you would like carbon copy forms please contact the Festival office.
- 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:
 

7' Tree	Sponsorship fee
	<ul style="list-style-type: none"> <li>• \$5,000 – Silver. Designer may receive up to \$4,000</li> <li>• \$2,500 – Jingle Bell. Designers may receive up to \$2,000</li> <li>• \$1,500 – Sleigh Bell. Designers may receive up to \$1,000</li> </ul>
- Tree Cash may also be used in support of your tree. Those funds will be available for designers once they are being received by the Festival office. Designers do need to make a formal request.

### Sponsors

The success of our Festival relies heavily on the generous financial commitment of our sponsors. Please contact the Festival of Trees Office 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.

## 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>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>Washington Floral Services</b> Wholesale 2701 South 35 <sup>th</sup> Street Tacoma, WA (253) 472-8343	<u>Mon-Fri</u> 7am -3:00pm	Designers may shop wholesale anytime upon by sharing your part of the Mary Bridge Children’s Festival of Trees and give them your name.
<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.

# ASK FIRST

## 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 2024 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.

A Advanced Septic and Construction Services  
Abbott Construction Inc.  
Ackerman Ambulance Sales  
Advanced Electric & Security, INC.  
Advanced Filter & Mechanical, Inc.  
AHBL, Inc.  
Ajmer by Jodi  
Al Lago Catering  
Alaska Airlines  
Alaska National Insurance Company  
Amazing Landscape Services  
Ame Aesthetic Institute  
Amerigroup Washington  
Amgen Inc.  
Answers Counseling & Case Management  
Asado 6th Ave LLC  
AstraZeneca LP  
Aylen Junior High  
B&B Restaurant Group  
The Babare Foundation  
The Baker Foundation  
Balfour Beatty Construction  
The Bamford Foundation  
Bank of America Charitable Gift Fund  
BECU Dept #340  
Ben B. Cheney Foundation

Betschart Mechanical, Inc.  
Birgen Transport Inc  
BMW Northwest, Inc.  
BNBuilders, Inc.  
Bob Barker Foundation  
Bouten Construction Company  
Box of Rain LLC  
Braun Family Foundation  
Bright Funds  
Brooks Powers Group  
Kenneth E. and Deborah L. Brueckner Estate  
Cambia Health Foundation  
Cameron Thrall Edward Jones Investments  
Captain Jack's Bar & Grill  
Cardiac Study Center, Inc., P.S.  
Cardinal Health  
Cardinal Health Foundation  
Carelon Behavioral Health  
CarePayment  
Cascade Emergency Physicians  
CBRE – Tacoma  
Celebrate Seniority Grannies' Attic  
Centene Management Company LLC  
Chapman Dental Prosthetics  
Charity Safaris  
Charityvest Inc.

The Charles Maxfield Parrish & Gloria F. Parrish Foundation  
Charme Nails and Skin Studio  
The Confederated Tribes of the Chehalis Reservation  
Chevrolet Buick GMC of Puyallup Inc.  
Chicago Title Company  
Chick-fil-A at Puyallup FSU  
Child's Play Charity  
Children's Advocacy Centers of Washington  
City of Burien  
City of Sumner Golf Tournament  
Clark/Kjos Architects, LLC  
CliftonLarsonAllen LLP  
Cochran Douglas, PLLC  
Colvos Construction  
Combined Fund Drive Secretary of State of Washington  
Common Spirit Health  
Community Foundation of the North State  
Connelly Law Offices  
Coordinated Care  
CopperPoint Insurance Companies  
Cystic Fibrosis Foundation  
D.A. Davidson & Co – Spokane  
D.A. Davidson & Co. – Seattle  
DaVita, Inc.  
The De Falco Family Foundation  
Delta Pilots Charitable Fund  
DeMolay - Tacoma Chapter  
Destination Harley Davidson of Tacoma  
Diagnostic Imaging Northwest  
Dimmer Family Foundation

DispatchHealth  
Dobler Management Company, Inc.  
Dossier Wine  
DP&C  
Dutch Bros LLC  
East Region EMS & Trauma Care Council  
William and Joyce Edwards Foundation  
Eisai Oncology  
Eisenhower Carlson PLLC  
Elmer's Restaurants, Inc  
Emerald City Health  
Empower Retirement  
Enterprise Mobility Foundation  
Epic  
ESa  
Evergreen Excavation  
Excel Gloves & Safety Supplies, Inc.  
Exit Realty  
Fifth Generation, Inc  
Financial Insights Wealth Management  
First Choice Health  
Firstline Communications  
FirstNet  
Fishheads Outdoors, LLC  
Four Our Families, Inc. dba Domino's Pizza  
Fraternal Order of Eagles Auburn Auxiliary # 2298  
Fraternal Order of Eagles Buckley Auxiliary #1387  
Fraternal Order of Eagles Kent Auxiliary #362  
Fraternal Order of Eagles Renton Auxiliary #1722

Fraternal Order of Eagles Tacoma  
Auxiliary #3  
Fraternal Order of Eagles Yakima #289  
Fred Goldberg Family Foundation  
Fred Hutchinson Cancer Research Center  
Freightliner NW  
Friends of Dan Satterberg  
FrontStream  
Gottfried and Mary Fuchs Foundation  
Gates Ventures, LLC  
Gaube Enterprises, Inc.  
Genentech, Inc.  
Genoa, a QoL Healthcare Company  
Gensco Inc  
Gig Harbor Lions Club  
Glass & Wares Stores LLC  
Global Aerospace  
Golden Flame Jewelry LLC  
Good Samaritan Hospital Auxiliary  
Goodale & Barbieri Company  
Gordon Truck Centers, Inc.  
Gray Lumber Company  
Great Clips  
Great Northwest Dental  
Greater Tacoma Community Foundation  
The Greg D and Melanie S McFarland  
Foundation  
Greif Tacoma Mill  
H. E. Anderson Family Foundation  
Hallmark Inns & Resorts, Inc.  
Hansen Dentistry  
Hanson Motors  
Harbor Health Solutions

Harborstone Credit Union  
Hawley Troxell  
Heart Strings Hunters Group  
Heritage Bank  
Heritage Bank - Downtown Seattle  
Hermanson Company LLP  
Hey, LLC  
Hokold Foundation  
Holly White, Snowberry Enterprises, Llc  
Howard S. Wright Construction  
Hunt's Services  
Hyada Park Guild  
IMA Foundation  
Innovia Foundation  
Institute for Educational Leadership  
International Brotherhood Electrical  
Workers - Local 76  
Intuitive Surgical, Inc.  
Investors Portfolio Services  
Islam Family Foundation  
It's a Team Sport Event  
The J. P. Morgan Chase Foundation  
J.P. Morgan Chase & Co.  
Jake Sterino Inc.  
Janssen Pharmaceuticals Inc  
Penny Lynn Jensen Trust  
Beverly J. Jewell Memorial Foundation  
Jody Miller Construction, Inc.  
Joe Sidorski Living Trust  
John L. Scott Foundation  
Jordan Fund  
Joyful Mission  
K&L Gates

Kanda Charitable Remainder Trust  
Kanon Electric  
Dr. Warner M. Karshner Guild  
KBE Electric Co Inc  
Kelly Building Maintenance, Inc.  
Kestra Medical Technologies  
Kevin A. Iverson, CPA  
KeyBank  
June R. Kilworth Foundation  
King County Best Starts for Kids  
Kitsap Community Foundation  
Korum for Kids Foundation  
Korum's Puyallup Nissan  
KPMG  
Ladybug Family Foundation  
Lakewood Appliance, LLC  
Lakewood Community Foundation Fund  
Estate of Lucille F. Lewis  
The Lightner Smith Designated Fund at  
The Seattle Foundation  
Lisse Medical Aesthetics  
The Luvera Family Fund  
M&L Supply Company  
MacDonald-Miller Facility Solutions  
Main Street Tattoo  
Marco J. Heidner Foundation  
Maritz Family Foundation  
Mary Bridge Brigade  
Mary Bridge Children's Hospital and  
Health Center  
Massage Therapy Foundation  
Trust of Inez Mattison  
Kurtis R. Mayer Charitable Lead Trust

McAllister Park Associates  
McCallum License Agency, Inc.  
Dotha McCormick Guild  
McKinley Irvin, PLLC  
McKinstry Co.  
Medina Foundation  
Medtronic  
The Al and Georgia Meier Foundation  
The Memton Fund, Inc.  
MINW (Purchased by TRA Medical  
Imaging)  
Miter Charitable Foundation  
Molina Healthcare of Washington  
Morgan Stanley Global Impact Funding  
Trust, Inc.  
Morton McGoldrick, PLLC  
Moss Adams, LLP  
Mountain Moving & Storage  
Mountain View Funeral Home and  
Memorial Park  
Mt. Rainier Emergency Physicians  
MW Consulting Engineers  
NAC Architecture  
Names Family Foundation  
National Christian Foundation  
National Philanthropic Trust  
National Utilities Contractors Association  
of Washington  
Neeley Construction Company  
Network for Good  
Niagara Bottling, LLC  
Noah Jon Markstrom Foundation  
The Norcliffe Foundation  
Northwest Children's Foundation

Northwest Medical Specialties PLLC  
Nucor Steel Seattle , Inc.  
Numerica Credit Union  
Donnie J. O'Neill Guild  
The Old Cannery Furniture Warehouse  
Olympic Sports & Spine  
One4All Charitable Fund  
Our Lady of Good Counsel Church  
Oxbow Urban Kitchen  
PABCO Roofing Products  
Pacific Box Company  
Pacific Coast Charities  
Pacific Lutheran University  
Pacific Northwest Title Company  
PacificSource  
PacificSource Health Plans  
Panattoni Development Company  
Pano Koumantaros Cancer Research Fund  
Parker, Smith & Feek  
Partners in Lakewood Rotary  
Pauline & Edgar Stern Foundation  
PayPal Giving Fund  
Pediatrics Northwest, P.S.  
Pediatrix Medical Group  
Pella Windows & Doors of Western Washington  
Penumbra, Inc.  
Perkins + Will Architects  
Phase II General Contractor  
Physicians of Southwest Washington  
A Picket Fence  
Pierce County  
Pilkey Hopping & Ekberg, Inc  
Pla & Watts Endodontics  
Pledgeling Foundation  
PMA Foundation  
Poe Construction, Inc.  
Potelco  
Precision Electric Group, Inc.  
Premera Blue Cross  
Print NW  
Prison Fellowship  
Propel Insurance  
Public Health--Seattle & King County  
Pulse Heart Institute  
Puyallup Cheer Parent Association  
Puyallup Elks Lodge #1450  
Puyallup High School Cheer Squad  
Puyallup School District  
Puyallup Towing, Inc  
Puyallup Tribe of Indians  
Qventus, Inc  
Rachel Lynn Henley Foundation  
Radia  
Raikes Foundation  
Rainier Anesthesia Associates PC  
Ram Geoservices, Inc.  
The RAM International, LLC  
Randall Trucking LLC  
RBC Wealth Management  
Renaissance Charitable Foundation  
Rentiel Precision Laser Cutting LLC  
Right! Systems Inc. - Corporate Office  
Robins Nest Family Foundation  
Rotary Club of Lakewood  
Rotary Club of Sumner

Rowing Cares  
Royal Arch Masons Children's Heart  
Foundation  
RunSignUp  
Rust Family Foundation  
Safe Crossings Foundation  
Sawston Wealth Management, Llc  
SB Structures LLC  
Scarsella Bros., Inc.  
SeaGen  
SeaPort Sound Terminal  
Seattle Foundation  
Sellen Construction Co., Inc.  
Sequoia Foundation  
Sessler Inc.  
Shamrock Charities  
Lillian Shotwell Guild  
Sisters of Providence  
Skanska  
SMACNA-Western Washington, Inc  
Sound Credit Union  
Sound Physicians  
South Hill Pediatric Dentistry  
South Sound Behavioral Hospital  
South Sound CARE Foundation  
Spanaway Moonshiners, Inc.  
Spirit of Children Foundation  
Spokane Indians Baseball Club  
Stafford Suites  
Star Rentals  
Star Wars Washington  
State Roofing  
Stratascale

Sunset Air  
Sunset Auto Family  
Sunset Chevrolet, Inc.  
Sunset Ford  
Superior Linen Service  
Symetra  
Tacoma Anesthesia Associates, Inc.  
Tacoma Corvette Club  
Tacoma Emergency Care Physicians  
Tacoma Rainiers Baseball Club  
Tacoma Urban League  
Tacoma-Pierce County Health  
Department  
Tacoma/Valley Radiation Oncology  
Centers  
TEN Capital Wealth Advisors  
Trust of Flora B. Tenzler  
TEW Foundation  
The Shelley Company LLC  
The Swinerton Foundation  
The Walker Group  
The Jean E. Thomson Foundation  
Thrivent Charitable Impact & Investing  
Thrivent Choice Dollars  
Titus-Will Auto Group  
The Titus-Will Families Foundation  
Tom and Meg Names Family Foundation  
Tommy Bahama  
TOTE Maritime Alaska  
TRA Medical Imaging  
TRA Medical Imaging Foundation  
Transportation Club Of Tacoma  
Treleven Family Foundation

Trouves Health Care Corporation  
True Blue, Inc.  
Trufab, LLC  
Tucci & Sons, Inc.  
Tulalip Tribes Charitable Fund  
TwinStar Credit Union  
Umpqua Bank  
Umpqua Bank - Downtown Vancouver  
Uncommon Charitable Impact Inc.  
Uncommon Solutions, Inc.  
United States Treasury  
United Way of King County  
United Way of Pierce County  
UnitedHealthcare Company  
University of Washington  
University of Washington School of  
Medicine  
Urban League of Metropolitan Seattle  
US Oil & Refining Co.  
USI Insurance Services, LLC  
Valera Health  
Vanguard Charitable  
Veterans United Foundation  
Veterans United Home Loans  
W. Second Growth Foundation  
WA Opportunity Scholarship  
Washington Emergency Care Physicians  
Washington Gastroenterology, Digestive  
Health Specialists  
Washington State University  
Washington State University Health  
Sciences Spokane  
Waste Connections

Wayne's Roofing, Inc.  
Western Washington Pathology, P.S.  
Wold Enterprises  
Wold Family Foundation  
Woodcreek Provider Services  
Woodworth Capital, Inc.  
Woodworth Family Foundation  
Workpointe  
World Kinect Energy Services  
World Vision, Inc.  
Wright Hotels, Inc  
Zoll Services LLC





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