



32nd Annual St. Charles Hospice Christmas Auction

Live Auction Tree Submission Form

DINNER & AUCTION – Saturday, December 2, 2023

Crook County Fairgrounds Indoor Arena, Prineville, Oregon

THEME: We encourage you to design around your own theme and or in-honor of a loved one.

DELIVERY/SET-UP: Live auction trees need to be delivered directly to the indoor arena on

- Thursday, November 30 - 10 am-6 pm (allowed to drive into the arena)
- Friday, December 1 - 8 am-Noon (vehicles will not be allowed in the arena)

SIZE: Trees should be no taller than 10' (ideally they are 7-8') and total display area can be no larger than 15'x10' area (we need to be able to fit all of the donations, please plan around this space size).

Live auction space is limited. Qualifying submissions are accepted on a first-come, first-served basis.

Donation from: individual business collaborative group (please list all names on back)

Name of donor: _____

Title of Tree: _____

Donor phone #: _____ Donor email: _____

Tree Estimated retail value: \$_____

Description, as you would like it to read on signage (may be edited for consistency and space): _____

In Memory of (if applicable): _____

Please sent commitment form to Brandi Ebner, bmebner@scmc.org by Friday, November 3, 2023.

Questions? Call 503-551-3072 or email Brandi at the email above.

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Tree Guidelines

1. Tree must be under 10' tall – this opens up the number of people who can fit it in their house and will bid on it. Ideally 7'-8' trees sell the best.
2. An actual Christmas Tree should be the centerpiece of the display. Packages that do not include an actual Christmas tree will be moved over to our auction list.
3. All trees must be fake, no live trees are allowed to be used.
4. Wire all ornaments and décor onto the tree so it cannot fall off while being moved.
5. Make sure the segments of the tree are securely attached to each other. One idea is to use green zip ties to attach the branches from the pieces together all the way around.
6. Trees bases will be placed directly on the compacted dirt floor of the arena this year, please remember to bring
7. Make sure that all aspects of the tree can go through a normal sized door opening (34" in maximum width).
8. All accompanying items must be easy to disassemble and move to the buyers location.
9. Keep all boxes and original containers with the tree so that the items can be put back in them.
10. Full descriptions are required to be submitted by November 17th in order to be included in the program, tree sign, etc. After this date, we cannot guarantee the description can be included.

Note: Remember that to deliver these trees we need to shrink wrap them and lay them on their side in a horse trailer.

Thank you for your support, please contact us with any questions:

Brandi Ebner, 503-551-3072 | bmebner@scmc.org