



33rd Annual St. Charles Hospice Christmas Auction

Live Auction Tree Submission Form

DINNER & AUCTION – Saturday, December 27, 2024

Crook County Fairgrounds Indoor Arena, Prineville, Oregon

Please thoroughly read all rules and guidelines on the 2nd page of this form.

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, December 5 - 10 am-6 pm (allowed to drive into the arena)
- Friday, December 6 - 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, separate page is allowed):

In Memory of (if applicable): _____

Please sent commitment form to Brandi Ebner, bmebner@scmc.org by Friday, November 8, 2024.

Questions? Call 503-551-3072 or email Brandi Ebner at the address 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 live auction list.
3. All trees must be artificial, 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. You are welcome to bring a pallet, base, etc. to better level it. We are unable to return any supplies for this.
7. Make sure that all aspects of the tree can go through a normal sized door opening (34" max. 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 15th in order to be included in the program, tree sign, etc. Please send us a list of all gift certificates and items accompanying the tree. After this date, we cannot guarantee the description can be included.
11. ***New in 2024*** - Please place all gift certificates or gift cards in an envelope marked with your tree name and give to Brandi or Anna at the office upon your arrival for tree set-up. We have had issues with certificates getting lost when they remain with the tree. We will make sure the envelope is delivered on Sunday with your tree to it's new owner.
12. ***New in 2024*** - Absolutely NO hard alcohol is allowed to be included with your tree per OLCC rules.
13. ***New in 2024*** - If you plan to put any loose materials (i.e. sand, glitter, artificial snow, etc.) under your tree for décor, you must lay a tarp or plastic on the ground. Non-dirt materials cannot be fully cleaned up and can damage the quality of footing in the arena.
14. ***New in 2024*** - Trees must be 100% able to stand on their own. No tree is allowed to be connected to an adjoining fence, wall, or other item to keep it standing.

NOTE: TO DELIVER THE TREES WE NEED TO SHRINK WRAP THEM AND LAY THEM ON THEIR SIDE IN A HORSE TRAILER. THIS IS WHY IT IS CRUCIAL THAT ALL DÉCOR IS WELL ATTACHED.

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