



GALA

Trees and Lights

COMMITMENT FORM

Your support of Safe Embrace will help victims of domestic abuse, sexual assault and human trafficking become survivors.
The funds raised at the Trees and Lights Gala will support Safe Embrace's emergency shelter program.

I WANT TO SPONSOR OR ATTEND THE GALA

- \$10,000 Platinum Sponsorship
- \$5,000 Gold Sponsorship
- \$1,750 Silver VIP Table Sponsorship
- \$1,500 Table Sponsorship
- \$300 Couple's Tickets
- \$150 Individual Ticket
- Unable to attend but would like to make a donation of \$ _____

CONTACT INFORMATION

Company: _____

Address: _____

Business Phone: _____ Cell Phone: _____

PAYMENT INFORMATION

A check is enclosed. I will register and pay online at www.TreesAndLightsGala.com Please charge the credit card below.

Credit Card Number: _____ Exp. Date: _____ Sec code: _____

ADDITIONAL INFORMATION FOR TREE, WREATH, OR PRIZE DONATIONS

WREATHS, STOCKINGS, GIFT BASKETS AND PRIZES:

- I will mail or drop my donation off at the Safe Embrace administrative office: 780 E Lincoln Way, Sparks, NV 89434
- I would like a volunteer to pickup my donation. The best phone number to contact me regarding donation pickup is: _____

TREE DONATIONS ONLY:

- I plan to deliver and setup our tree at the Nugget on Friday, November 22, 2019 between 10:00 a.m. and 5:00 p.m.
- I plan to deliver and setup our tree during the **Designer Cocktail Party** on Friday, November 22, 2019 between 5:00 p.m. and 9:00 p.m.

I hereby commit to donate the item(s) indicated above. I understand that all items displayed at the Trees and Lights Gala will become property of Safe Embrace and used to raise funds for Safe Embrace.

Name: _____ Signature: _____ Date: _____

I WANT TO DONATE TREE, WREATH, OR PRIZE

- Decorated 4.5 ft. Tree
- Decorated 6.5 ft. Tree
- Decorated 7.5 ft. Tree
- Unique Concept Tree
- I will also include gifts under my tree.
- Decorated Traditional Wreath
- Unique Concept Wreath
- Holiday Stocking - Filled
- Gift Basket
- Raffle or Silent Auction Item

Team Name: _____

Title of your Tree or Wreath: _____ Gift Value: _____

Contact Person: _____

City: _____ State: _____ Zip: _____

Email: _____

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TREE DECORATING GUIDELINES

Tree Size and Basic Requirements

- Artificial trees between 4.5 and 7.5 feet tall.
- All trees must be artificial and fire retardant and include a tree stand.
- Please give all tree details and value to Safe Embrace prior to 11/1/2019.
- All trees must have a name, value and inventory of items.

Ornaments and Decorations

- All decorations must be secured to the tree. We recommend using hot glue or super glue to secure items.
- After the Gala, trees will be delivered, fully decorated, to the highest bidder.
- Only decor that can withstand vigorous movement when being moved should be used on your tree.
- Ornament hangers should be wired to the branches and glued to the tree if possible.
- Tree skirts are mandatory.
- Presents and additional gifts to boost interest in the tree are HIGHLY encouraged.
- You may include signage with your corporate logo around the tree.

Tree Toppers and Fragile Items:

- Tree toppers must be designed to be removed from your tree for delivery.
- Please provide a separate box with bubble wrap for all tree toppers or items that are not secured to the tree.

Lighting

- All lights must be attached to the tree. If it is not a pre-lit tree, please make sure lights are secured to the tree.
- Please make sure your lights are fire safe.

TREE SETUP AND DECORATING DAY

Friday, November 22, 2019 | 10:00 a.m. to 9:00 p.m. | Nugget Grand Ballroom

- Come to the Nugget with your design team, tree, and decorations on 11/22/2019.
- This is the ONLY decorating day and time available.
- When you arrive, check in with Gala Committee for your assigned display location.

Fill Out the Tree Name, Inventory and Valuation Form

Please let us know the value of your tree and an inventory of all items included with it. When assigning a value, please consider the cost of the tree itself, the value of ornaments and decor on the tree, and the value of any additional gifts on or under the tree.

Decorator Cocktail Party | Friday, November 22, 2019 | 5:00 p.m. to 9:00 p.m.

The decorator cocktail party adds a festive twist to the decorating day. As a way to say thank you, Safe Embrace will provide drink and appetizers to our decorators from 5:00 p.m. to 9:00 p.m.

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ITEM DONATION GUIDELINES

How the Event Works

The Trees and Lights Gala is the largest fundraiser for Safe Embrace. Individuals, businesses, and teams design and decorate trees and wreaths or donate raffle and auction prizes for Safe Embrace to use at the event. Attendees at the Trees and Lights Gala bid on their favorite trees, wreaths, stockings and gift baskets to support Safe Embrace's emergency shelter program. This is a unique event and a festive way to kick off the holiday season. Thank you for your support!

All Donations - Except Trees - Must be Received by November 1, 2019.

- If you are donating a wreath, gift basket, stocking, or a raffle or auction prize, you may drop it off at Safe Embrace anytime before Friday, November 1, 2019 at 5:00 p.m.
- We are happy to pickup donations from you. Please provide a contact number on your commitment form so we can arrange a convenient time to pickup your donation.
- **Trees must be delivered and setup at the Nugget on November 22, 2019 between 10:00 a.m. and 9:00 p.m..**

Donor Recognition

- Donors will be recognized in the event program for their generosity.

WREATH DECORATING GUIDELINES

Basic Wreath Requirements

- 24" or 36" inch size.
- If you are creating a unique concept wreath, please make sure it can hang on a door.
- All wreaths must be artificial and flame retardant.
- Hangers are required. Please include a wreath hanger and a secure loop or hanging mechanism.
- All wreaths will be displayed on a freestanding door at the event.

Decor, Lighting and Storage

- Ornaments and decor must be securely fastened to the wreath.
- Wires, hot glue or super glue are encouraged.
- Wreath lighting must be battery operated.
- Presents and props that increase the value of your wreath are highly encouraged.
- Please include a storage bag or box so the winning bidder can take the wreath home at the end of the night.

Fill Out the Wreath Name, Inventory and Valuation Form

Please let us know the value of your wreath and an inventory of all items included with it. When assigning a value, please consider the cost of the wreath itself, the value of ornaments and decor on the wreath, and the value of any additional gifts on or included with the wreath.

Safe Embrace • 780 E. Lincoln Way, Sparks, NV 89434 • 775-324-3766 • info@safembrace.org

Safe Embrace is recognized as a public charity under Internal Revenue Code Section 509(a) and has 501(c)(3) status. Donations to Safe Embrace are deductible. Donors should consult their tax advisor for questions regarding deductibility. The Safe Embrace EIN is 88-0366015 and a copy of the determination letter is available upon request.