



Tree Sponsor Guidelines

Celebrate the holiday season while supporting local healthcare!

Get ready for Trees of Care, a festive and magical community event presented by the Perth & Smiths Falls District Hospital Foundation. Families can explore beautifully decorated trees sponsored by local businesses, meet Santa Claus, enjoy children's activities, take horse-drawn sleigh rides, savor delicious refreshments, and enter raffles to win the displayed trees and prizes. The best part? All proceeds will go towards funding vital equipment at the Perth and Smiths Falls District Hospital enhancing healthcare close to home.

Event Dates: Wednesday, November 25th – Saturday, November 28th, 2026

Venue: Lombardy Agricultural Society, 6 Kelly's Rd. Lombardy Ontario

Featuring: Up to 40 beautifully decorated trees, each loaded with prizes sponsored by local businesses

Event Details

Sponsor & Volunteer Appreciation Night: Tuesday November 24th, 2026, from 6-8pm sponsors, volunteers and their families are invited to an exclusive soft opening.

Public Viewing: Wednesday, November 25th – Saturday, November 28th

Wednesday, November 25th – 5pm-8pm

Thursday November 26th – 1pm -8pm

Friday November 27th – 11am-8pm

Saturday November 28th – 10am-6pm

Admission: \$5 per person (ages 11+), free for children 10 and under with adult

Extras: Refreshments available for purchase, Santa Claus visiting at select times, children's activities, and horse-drawn sleigh rides.



Why Sponsor a Tree?

During the event, visitors purchase raffle tickets and place them into the raffle box beside the tree they'd most like to win. At the end of the event, one winning ticket is drawn for each tree, and the lucky winner takes home the entire tree and its prizes.

Every raffle ticket purchased helps raise funds for vital equipment at the Perth and Smiths Falls District Hospital.

As a Tree Sponsor, you will:

- Showcase your business with signage displayed with your tree at the event
- Gain valuable exposure through recognition on social media, our website, and email campaigns
- Connect with the community in a fun and festive way
- Support the purchase of vital hospital equipment that helps ensure care close to home

Additional Ways to Support

If sponsoring a tree isn't the right fit this year, you can still help make Trees of Care a success by making a monetary contribution. Contributions of \$500 or more will receive logo recognition on event program materials and the Trees of Care website, while helping fund vital equipment for the Perth and Smiths Falls District Hospital.

Your Tree, Your Theme

As a sponsor you get to choose a unique tree theme displayed with your company name on the raffle box. The only limit is your imagination!

Examples of themes / prizes:

- Gift cards galore
- Toy wonderland
- Gourmet food & drink
- Sports or hobby-themed trees

Tip: The more creative and valuable your tree, the more attention and raffle tickets it attracts.

Be sure to highlight your tree on social media and tag the Perth and Smiths Falls District Hospital Foundation.



Raffle & Winners

- Tickets are \$1 each — attendees drop their ticket into the container in front of the tree they'd love to win.
- One lucky ticket will be drawn for each tree, and the winner takes home the entire tree and all the prizes!
- Winners contacted by phone immediately after the draw
- Tree pickup will take place Sunday, November 29th from 9:00 am – 12:00 pm

Tree Requirements

- Suggested \$1000 total minimum value
- Space: approx. 5 ft x 6 ft, maximum height 8 ft
- Artificial trees only; LED lights recommended
- Freestanding and properly secured (no nails or screws into floors/walls)
- Sponsors provide setup materials: wire, tape, decorations, ties, etc.
- Tree skirt recommended
- You may include a sign that lists what is included with your tree (max size 8.5" by 11")

Prize Guidelines

- Clearly mark items not included with the tree
- Do not attach real cash; use display money instead
- Cash prizes must be in a labeled envelope (tree number & sponsor name) and be provided to the PSFDHF to keep in a locked safe by 12:00 p.m., Tuesday, Nov. 24th
- Prize list and total tree value required by 5:00 p.m., Monday, Nov. 23 please send by email to: events@psfdhfoundation.com

Setup Schedule

Monday, November 23rd: 12:00 pm – 9:00 pm

Tuesday, November 24th: 9:00 am – 12:00 pm

Sponsors are responsible for setting up their tree

All trees must be set up by noon on Tuesday, November 24th



2026 Trees of Care Commitment Form

Submit this form to Taylor Clark at events@psfdhfoundation.com by September 30th, 2026, to secure your tree sponsorship. Be part of a festive tradition that spreads holiday cheer and supports healthcare in our community!

Business / Organization _____

Contact Name _____

Address _____

City _____ Province _____ Postal Code _____

Phone Number _____ Email _____

How Would You Like to Support Trees of Care?

☐ **Tree Sponsor** Tree Theme _____

☐ **Monetary Contribution** \$ _____

Businesses making a monetary contribution of \$500 or more will receive logo recognition on event program materials and the Trees of Care website.

Payment Information

Monetary contributions may be made by:

- **Cheque payable to Perth & Smiths Falls District Hospital Foundation**
- **Mailing Address:** 60 Cornelia Street West, Smiths Falls, ON K7A 2H9
- **Credit Card or e-Transfer:** Please contact **343-881-4483 ext. 225** or email events@psfdhfoundation.com.

Please read and keep the attached Sponsor Rules & Guidelines.

Signature _____

Tree sponsors are accepted on a first-come, first committed basis until all available spaces have been reserved. Please note: Your submission of this form is a commitment to participate. If no tree is submitted by the displayed deadline, a \$500 payment must be sent to PSFDHF.

As Trees of Care sponsorship provides valuable promotional benefits, it is not eligible for a charitable tax receipt; however, proof of sponsorship can be provided upon request.