

February 2025

Dear possible Christmas in the Forest Designer:

Thank you for your interest in being a designer for Providence Southwest Washington Foundation's Christmas in the Forest event. We'd love to have you!

We are thrilled about the success of the 2024 event, and we look forward to building on that success. Christmas in the Forest 2025 will be held at the Great Wolf Lodge in Grand Mound during the week of November 17 – 24. The Gala Dinner & Auction is on Saturday, November 22.

The purpose of the Forest remains unchanged from when it began in 1988: to raise vital funds to further our mission and provide the highest quality and compassionate care to our community. Your generosity will help us to continue to provide for the most vulnerable patients who return to Providence in their time of need.

We hope you will join us as a Forest designer, when we gather to kick off the 37th year of this beloved annual community holiday tradition, surrounded by the beautiful trees and wreaths - designed by our talented and dedicated volunteers. We have designers that have participated in all 36 prior years, and also designers that have just joined us for the first time last year. There's room for everyone!

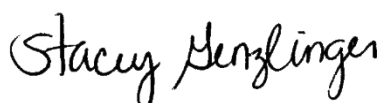
A Lead Designer form is enclosed. The form provides information about design budget amounts, plus key dates and deadlines. I'm happy to meet with you by phone – or over coffee – to discuss more details and answer any questions you may have. Please respond by **Friday, April 11**. A pre-addressed, postage paid return envelope is enclosed for your convenience.

There is a limited number of trees available for your use from the Foundation. If you'd like to reserve one of these trees, please indicate on Lead Designer Agreement. If you choose to purchase your own Forest tree, please keep in mind the foot style that is required. Please see the enclosed sheet for details, and a photo.

I plan to schedule a Designer Workshop in late May or early June, and would love to include any new volunteers! Please be sure to mark the times of day that work best for you – on side 2 of the Lead Designer Agreement form.

Thank you again for your consideration to share your time, talent, creativity and generosity with us. I look forward to creating Christmas in the Forest magic with you!

Sincerely,



Stacey Genzlinger
Event Manager

Enclosures

Christmas in the Forest

Tree Base reminder & GWL Ballroom Carpet



Reminder!

When you are tree shopping...

PLEASE make sure the feet / base of your tree looks like this, so that we are able to secure the tree to the plywood platform, as shown.

Great Wolf Lodge Ballroom Carpet

Last year, a few of you were curious about the GWL ballroom carpet. As you make your plans for 2025 -- I thought I'd share the images again.



2025 Lead Designer Agreement

*Please return completed form (both sides) by **Friday, April 11***

Lead Designer Name: _____ Email: _____

Address: _____

City: _____, WA Zip: _____

Phone Numbers: Cell _____ Work _____ Home _____

Design Team Members (In addition to the Lead Designer. Please use additional space if necessary.)			
Name	Address	Phone	Email
		H: W: C:	
		H: W: C:	
		H: W: C:	
		H: W: C:	

Wreath designers provide their own wreath. Tree designers have the option to purchase their own tree, or inquire about a Foundation provided tree. Allowances have been added to tree budgets to allow for tree purchase. CITF Volunteers will help with tree assembly and mounting tree feet to the plywood base on Nov 19.

Design budget varies by type of item: **Wreath - \$350**

7.5' Tree - \$600 design

9' Tree - \$700 design

(+ optional \$300 purchase allowance)

(+ optional \$500 purchase allowance)

The designer budget funds are provided as a reimbursement after submitting receipts and other supporting documentation. **Receipts and documentation are due to the Foundation office by Monday, December 1.**

Which do you prefer to design? (please circle)

Wreath

7.5' tree

9' tree

*Based on Designer feedback at Wrap Up meeting,
most designers will purchase their own trees.*

I want a Foundation provided tree

I want a Foundation provided tree

Flocked (only 1 available)

Un-flocked (only 4 available)

I'll purchase my own tree

I'll purchase my own tree

You and your design team must wire and secure all decorations, lights and trim to the tree/wreath. Tree designers must provide a decorative covering for the tree platform or riser. Tree decorations, lights, trim and gifts on and under the tree become the property of Christmas in the Forest or eventual purchaser. "Display only" items can create confusion for buyer.

Please see side 2

2025 Lead Designer Agreement

KEY DATES AND DEADLINES (Please initial each item to show review and agreement.)

Please initial below to acknowledge	ITEM	DATE
	Return completed and signed Lead Designer Agreement	By Friday, April 11
	Attend Designer Workshop! An event to share information and answer questions from the group! Please check all options that could work for you: ___ weekday lunch ___ weekday evening ___ weekend morning	Date TBD for late May / early June
	Send (mail/email) completed Tree & Wreath Theme Form , including major design elements to CITF Events Manager	By Monday, August 4
	Submit all Friends of the Forest Donation Recognition Forms for procured items. (Tree & Wreath Form and Friends of the Forest Forms will be sent to designers at a later date.)	By Monday, October 27
	Approve <u>final</u> description and contents of your item. <i>[Note: You will receive a draft description in early-October and have the opportunity to suggest edits.]</i>	By Monday, October 27
	Designers purchasing their OWN tree, deliver to Great Wolf Lodge ballroom. OK to deliver design items/ornaments at same time. Foundation volunteers will assemble trees Mon am.	Sun, Nov 16 all day Mon, Nov 17 BEFORE 9am
	Designer Days! Decorate trees, deliver wreath, specialty item, mini tree. Provide "Fluff & Buff" contact information to Stacey. ** contact Stacey directly if you wish to flock trees	Mon, Nov 17 noon – 11PM** Tues, Nov 18 8AM – 11PM Wed, Nov 19 8AM – 2pm
	Tear-down day! Designers (or someone appointed by Lead Designer) prepare tree/wreath/specialty item for pick-up or delivery. This includes packing critical/fragile items. Removing topper for travel & delivery. Consider removing top section of 9' tree.	Sunday, November 23 4PM <i>(Tear down day and delivery dates are confirmed and as published.)</i>
	Provide " Fluff and Buff " to tree at the location it has been delivered. (Note: Designers are to coordinate / schedule with buyer in advance.) (Delivery radius is within Thurston County, plus the greater Centralia / Chehalis area)	Monday, November 24 or Tuesday, November 25, or as pre-arranged with buyer. <i>Note: Tree delivery is planned for morning / early afternoon of Nov 24</i>
	Final deadline to submit receipts to foundation for reimbursement.	By or before Monday, December 1

Join the "Christmas in the Forest | Designers" group on Facebook! Search, and request to join the closed group. The purpose of this group is for Forest designers to network and troubleshoot ideas and inspirations. Another idea is to use this group as an online "swap meet" to trade surplus decor. If you have something to offer, please post clear and detailed photos - next to a ruler to show scale. If you're interested in decor being offered, designers can connect directly. This idea was offered as an alternative to doing a true swap meet - where decor would need to be physically hauled to a specific site on a specific date.

Lead Designer Signature: _____ **Date:** _____

Lead Designer Name (Printed): _____

Please return completed form (both sides) by **Friday, April 11**

Email: stacey.genzlinger@providence.org **Fax:** 360-493-4631

Mail: Return envelope provided, or to: Providence Southwest Washington Foundation | 413 Lilly Rd NE Olympia, WA 98506