

American Cancer Society
Volunteer Information for the
TRIBUTE OF LIGHT CEREMONY
ON
FRIDAY, NOVEMBER 16, 2007
5:30 p.m. to 6 p.m.



Thank you for your interest in volunteering for the Tribute of Light Ceremony at The Rink at PPG Place during the Light-Up Night festivities on Friday, November 16th. You will need the information below to prepare you for the event.

Child Participants: Children under 12 must be accompanied by an adult.

What you'll need to do: During the ceremony each volunteer will carry a battery-operated candle and walk to surround the outside perimeter of The Rink (**NOT on skates or on the ice**). After the tree lighting, you will hang the candle on the glass dasher boards of the rink.

What you'll need to wear: Attire should be weather appropriate as you will be outside for this event.

Time to Arrive: We ask that you arrive between 4:30 and 4:45 p.m. in order to get instructions and get in line for the event.

Where you need to go: You will report to a table set up in front of the 3rd Avenue Arcade. You will get a tribute name tag for your candle and be asked to line up to get ready for the procession.

How long will it take: The ceremony will be held from approximately 5:30 to 5:50 p.m.

Where can I park: You can park anywhere in downtown Pittsburgh. PPG Place's parking garage is located on 3rd Avenue (**Note: Parking is \$4.00 after 4 p.m. If you enter before 4 p.m., the daytime rate will apply to your entire parking time**). There is also a City lot next to PPG Place with access on both 3rd and 4th Avenues.

Do I need to purchase a candle to participate: You do not need to purchase a candle to participate. If you would like to purchase a candle, fill out the enclosed order form and return it to the American Cancer Society.

If you would like to participate, please complete the attached form and return it to the American Cancer Society via mail, fax or email.

American Cancer Society
Light Up Night
320 Bilmar Drive
Pittsburgh, PA 15205

412.919.1101
(fax)

laura.lopez@cancer.org

Community service letters for students will be available at the registration table at the 3rd Avenue Arcade. They can be picked up when you receive the tribute nametag for your candle. Volunteers will be on hand to assist you.

Thank You!

AMERICAN CANCER SOCIETY'S
TRIBUTE OF LIGHT CEREMONY

PPG PLACE PLAZA

**LIGHT-UP NIGHT (5:30P.M. TO 6 P.M.)
FRIDAY, NOVEMBER 16, 2007**

Volunteer Check In 4:30pm

Volunteer Participation Sign Up Form

CONTACT NAME: _____

ADDRESS: _____

PHONE NUMBERS: Daytime: _____ Evening: _____

E-MAIL: _____

NUMBER OF PEOPLE IN YOUR PARTY: Adults _____ Children: _____

You do NOT need to sponsor a candle in order to participate in the ceremony.

If you would like to sponsor a candle(s), please fill out the attached form and return to the American Cancer Society before November 1, 2007 in order to have the tribute name included on the signage. To carry the candle, please mark in the appropriate place on the order form. **DO NOT INCLUDE YOUR NAME ON THE LIST BELOW.**

Please list volunteer names below. If you have additional volunteers, please attach a separate list.

The following volunteers are volunteering to carry candles in the Tribute of Light Ceremony. They are not sponsoring their own candle.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

RETURN THIS FORM TO:
American Cancer Society
Light Up Night
320 Bilmar Drive
Pittsburgh, PA 15205

FAX TO:
412.919.1101

EMAIL TO:
laura.lopez@cancer.org

Tribute of Light Candle Donation Levels

Gold Star Level - \$100.00 Donation:

One (1) Tribute of Light Candle. Sponsor a Tribute of Light Candle dedicated to a loved one. Candles will be displayed around the Ice Rink at PPG Plaza. One name per candle

Candles remain the property of PPG

Signage at the Event. Your name or your company's name prominently displayed near the recognition boards declaring you as a Gold Star Donor.

Loved One's Name Displayed On Recognition Boards.

Recognition boards will be displayed on Light Up Night listing the names of those receiving a Tribute of Light Candle.

Holiday Cards. A set of 2007 Linda Barnicott Holiday Cards created exclusively for the American Cancer Society.

Silver Star Level - \$50.00 Donation:

One (1) Tribute of Light Candle

Loved One's Name Displayed On Recognition Boards

Your name prominently displayed declaring you as a Silver Star Donor

Bronze Star Level - \$25.00 Donation:

One (1) Tribute of Light Candle

Loved One's Name Displayed On Recognition Boards

Please note- all forms and payment must be returned to the American Cancer Society by November 1, 2007 to be included on signage and recognition boards

Levels may not be combined to receive benefits of a higher level.

To support the mission of the American Cancer Society, complete the attached form and return it with your donation by **THURSDAY, NOVEMBER 1, 2007.**

Mail to:

American Cancer Society
Light Up Night
320 Bilmar Drive
Pittsburgh PA 15205

****Donations must be received by November 1, 2007 to be included on any signage or print material****

TRIBUTE OF LIGHT CELEBRATION CANDLE ORDER FORM

In Tribute Of:

(PLEASE PRINT CLEARLY – 1 name per candle)

____ I would like to carry the candle I sponsored in the Tribute of Light Celebration.

(Attach a list of any additional carriers)

To carry your own candle you must check above, otherwise, the candle will be carried by another volunteer.

PLEASE PRINT DONOR INFORMATION:

Name _____

Address _____

City/ST/Zip _____

Phone _____(h) _____(w)

Email _____

Donation Level:

____ \$100 ____ \$50 ____ \$25 ____ Other

Levels cannot be combined to receive benefits at a higher level.

Method of Payment:

____ My check made payable to “American Cancer Society” is enclosed.

____ Please charge my credit card. To use a credit card, you must complete the donor section above.

CC# _____

EXP. ____/____

Signature _____

Please return this form no later than

Thursday, November 1, 2007 to:

American Cancer Society
Attn: Light Up Night
320 Bilmar Drive
Pittsburgh, PA 15205