

**American Cancer Society**  
**Candle Sponsorship & Volunteer Information for the**  
**TRIBUTE OF LIGHT CEREMONY**  
ON  
**FRIDAY, NOVEMBER 20, 2009**  
**5:30 p.m. to 6 p.m.**

On Friday, November 20, 2009, the American Cancer Society's Tribute of Light Ceremony will take place at The Rink at PPG Place during the annual Light-Up night festivities which kicks off the holiday season in downtown Pittsburgh.

The Tribute of Light Celebration will include the spectacular Plaza Tree Lighting Ceremony and Candle Display.

The candle display features Tribute of Light Candles placed around the ice rink, each dedicated to someone touched by cancer.

Contributions to the Tribute of Light Celebration benefits the research, education, advocacy, and patient service programs of the American Cancer Society. The Ceremony at PPG Place has raised over \$12,000 each year for this worthwhile cause.

The festivities will also include open skating periods for the public to "Skate for a Cure." Help celebrate the holiday season by skating at the Rink at PPG Place on November 21. Magic Ice USA will donate \$1 of each admission charge on this date to the American Cancer Society.

You can support this worthwhile cause in two ways: (1) purchase a candle in the name of someone touched by cancer, and/or (2) volunteer to carry one of the over 200 candles carried during the ceremony. You do not need to purchase a candle to volunteer to carry a candle.

Following is general information and sign-up forms on sponsoring a candle as well as volunteering to carry a candle during the ceremony. Please note, the information and sign-up forms can also be completed on-line at our website – [www.ppgplace.com](http://www.ppgplace.com) (Tribute of Light Ceremony).



**SPONSOR A CANDLE:**

**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 2009 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 11, 2009 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 **WEDNESDAY, NOVEMBER 11, 2009.**

**Mail to:**

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

**\*\*Donations must be received by November 11, 2009 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  
**Wednesday, November 11, 2009** to:

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

**VOLUNTEER TO CARRY A CANDLE:**

*(You do not need to purchase a candle to volunteer to carry a candle)*

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 21<sup>st</sup>. 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> and 4<sup>th</sup> 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	(t) 412.919.1055
dawn.pruett@cancer.org	
Light Up Night	(f) 412.919.1101
320 Bilmar Drive	
Pittsburgh, PA 15205	

Community service letters for students will be available at the registration table at the 3<sup>rd</sup> 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 20, 2009**

**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 20, 2009 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.**

5. \_\_\_\_\_ 6.

6. \_\_\_\_\_ 7.

7. \_\_\_\_\_
8. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

RETURN THIS FORM TO:  
American Cancer Society  
dawn.pruett@cancer.org  
Light Up Night  
320 Bilmar Drive  
Pittsburgh, PA 15205

FAX TO:  
412.919.1101

EMAIL TO: