



**American Cancer Society**

**Tribute Light Sponsorship & Volunteer Information for the  
TRIBUTE OF LIGHT CEREMONY**

ON

**FRIDAY, NOVEMBER 18, 2016**

**5:30 p.m. to 6 p.m.**

On Friday, November 18, 2016, the American Cancer Society's Tribute of Light Ceremony will take place at the MassMutual Pittsburgh Ice Rink at PPG Place during the annual Light-Up Night festivities which kick off the holiday season in downtown Pittsburgh.

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

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

Contributions to the Tribute of Light Celebration benefit the research, education, advocacy, and patient service programs of the American Cancer Society. The Ceremony at PPG Place has raised more than \$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 MassMutual Pittsburgh Ice Rink at PPG Place on November 18th. 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 tribute of light in the name of someone touched by cancer, and/or (2) volunteer to carry one of the more than 200 glowing lights carried during the ceremony. You do not need to purchase a tribute of light to volunteer to carry one.

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

## **SPONSOR A CANDLE:**

### **Tribute of Light Donation Levels**

#### **Gold Star Level - \$100 Donation:**

- One Tribute Light. Sponsor a Tribute Light Dedicated to a loved one. Tribute Lights will be displayed around The Rink at PPG Place. One name per Tribute Light.
- Signage at the event. Your name or company name prominently displayed near the recognition boards listing you as a Gold Star Donor.
- Love One's Name Displayed on Recognition Boards. Recognition boards will be displayed that night listing the names of those receiving a Tribute Light.
- Recognition at the Relay For Life of Market Square in June 2017. Your name or company name will be listed as a sponsor on the Relay For Life of Market Square website and recognized on event signage.
- Your loved one's name on a butterfly tribute to be displayed at Relay For Life of Market Square.

#### **Silver Star Level - \$50 Donation**

- One Tribute Light.
- Your name prominently displayed listing you as a Silver Star Donor.
- Loved one's name displayed on recognition boards.
- Your loved one's name on a butterfly tribute to be displayed at Relay For Life of Market Square.

#### **Bronze Star Level - \$25 Donation**

- One Tribute Light
- Loved one's name displayed on recognition boards.
- Your loved one's name on a butterfly tribute to be displayed at Relay For Life of Market Square.

\*Please note- all forms and payment must be returned to the American Cancer Society by November 7, 2016 to be included on signage and recognition boards\*

**Levels may not be combined to receive benefits of a higher level.** (For example, purchasing two Tribute Lights at the Bronze Star Level does not equal the benefits of one Silver Star Level.)

To support the mission of the American Cancer Society, complete the attached form and return it with your donation by **WEDNESDAY, NOVEMBER 7, 2016**

#### **Mail to:**

American Cancer Society  
Attn: Tribute of Light 2016  
320 Bilmar Drive  
Pittsburgh PA 15205

**\*\*Donations must be received by November 7, 2016 to be included on any signage or print material\*\***

**TRIBUTE OF LIGHT CELEBRATION ORDER FORM**

**In Tribute Of:**

(PLEASE PRINT CLEARLY – 1 name per light)

\_\_\_\_\_

\_\_\_\_ I would like to carry the light I sponsored in the Tribute of Light Celebration.  
(Attach a list of any additional carriers)

\*\*To carry your own light you must check above, otherwise, the light 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 7, 2016 to:**

American Cancer Society  
Attn: Tribute of Light 2016  
320 Bilmar Drive  
Pittsburgh, PA 15205

## **VOLUNTEER TO CARRY A Light:**

*(You do not need to purchase a Tribute of Light to volunteer to carry a glowing light)*

Thank you for your interest in volunteering for the Tribute of Light Ceremony at the MassMutual Pittsburgh Ice Rink at PPG Place during the Light-Up Night festivities on Friday, November 18<sup>th</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 glowing light stick 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 glowing light sticks 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 glowing light stick 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. 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 light to participate:** You do not need to purchase a tribute light to participate. If you would like to purchase a light, 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  
Attn: Tribute of Light 2016  
320 Bilmar Drive  
Pittsburgh, PA 15205

(t) 412.919.1054  
(f) 412.919.1101

kelly.fennessy@cancer.org

**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 18, 2016**

**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 tribute light in order to participate in the ceremony.***

If you would like to sponsor a Tribute Light(s), please fill out the attached form and return to the American Cancer Society before November 7, 2016 in order to have the tribute name included on the signage. To carry the tribute light, 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 glowing light sticks in the Tribute of Light Ceremony. They are not sponsoring their own light.**

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

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American Cancer Society  
Attn: Tribute of Light 2016  
320 Bilmar Drive  
Pittsburgh, PA 15205

FAX TO:  
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kelly.fennessy@cancer.org