



American Cancer Society

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

ON

FRIDAY, NOVEMBER 17, 2017

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

On Friday, November 17, 2017, 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 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 American Cancer Society, whose mission is to save lives, celebrate lives, and lead the fight for a world without cancer. 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 17. 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 carry a tribute during the ceremony. Please note, the information and sign-up forms can also be completed on-line at our web-site – www.ppgplace.com (Tribute of Light Ceremony). Tributes of Light also can be purchased by visiting www.relayforlife.org/tributeoflightpgh.

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.

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.

Bronze Star Level - \$25 Donation

- One Tribute Light
- Loved one's name displayed on recognition boards.

Please note- all forms and payment must be returned to the American Cancer Society by November 6, 2017 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 6, 2017** or visit www.relayforlife.org/tributeoflightpgh.

Mail to:

American Cancer Society
Attn: Tribute of Light 2017
320 Bilmar Drive
Pittsburgh PA 15205

****Donations must be received by November 6, 2017 to be included on any signage or print material****

The official registration and financial information of the American Cancer Society, Pennsylvania Division may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 800.732.0999. Registration does not imply endorsement.

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.

____ Check here if you would like your donation credited to the Relay For Life of Duquesne University

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 6, 2017 to:

American Cancer Society
Attn: Tribute of Light 2017
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 17. 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 3rd 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 3rd Avenue. There is also a City lot next to PPG Place with access on both 3rd and 4th 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 or visit www.relayforlife.org/tributeoflightpgh to purchase online.

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 2017
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 17, 2017**

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 6, 2017 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. _____ |

RETURN THIS FORM TO:
American Cancer Society
Attn: Tribute of Light 2017
320 Bilmar Drive
Pittsburgh, PA 15205

FAX TO:
412.919.1101

EMAIL TO:
kelly.fennessy@cancer.org