

**SPRINGFIELD BOYS & GIRLS CLUB
481 CAREW STREET
SPRINGFIELD, MA 01104
www.visitreefest.com**



Place
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*The Springfield Boys & Girls Club
Presents the 11th Annual*



Courtesy of Tower Square

Tower Square

1500 Main Street

Springfield, MA

November 25—December 11, 2011

Be part of one of the area's most exciting holiday happenings! The Festival of Trees is a family event featuring a unique display of over 100 beautifully decorated trees, a variety of entertainment and fun for all ages.

Join us by sponsoring a tree, which can be decorated reflecting your interests, your business or a holiday theme. You can also incorporate your products or services in your theme and gain maximum exposure to our thousands of visitors. Take advantage of this opportunity to enhance your company's visibility and image. The only cost to you is your donation of a tree, lights and decorations. Our sponsors include individuals, families, civic and social organizations, hospitals, schools and businesses.

Visitors buy raffle tickets for a chance to win a tree and they also vote for their favorite trees. You could be recognized for having the Most Beautiful, Most Popular, Most Original or Children's Favorite.

All tree donors will be invited to attend a Premier Party at Tower Square on November 20th from 2:00-4:00PM. You will enjoy a light buffet, entertainment and a sneak preview of the trees. Each donor will receive four tickets to the Premier Party as well as a season's pass to the Festival of Trees.

If you wish to volunteer your time, we have many opportunities available. See inside for details.

FESTIVAL GUIDELINES

- * **ARTIFICIAL TREES ONLY, RANGING FROM MIN. 4FT TO MAX. 8FT.**
Must have a tree skirt and lights
- * Please do not glue anything onto the tree.
- * Please do not put anything perishable or edible onto the tree.
- * Please do not hang or connect objects to the walls or ceilings.
- * Please be mindful of heavy objects that you put on your tree.
- * Please display a list of wrapped items that will be included with your tree.
- * Gift certificates: Place "ghost" certificates on the tree to insure against loss. Give certificates to the Club staff on the day of set-up so they may be secured.
- * Tree sponsors will be asked to assemble their trees in a designated spot in Tower Square.
- * **All trees and ornament boxes should be marked with your name and brought to set-up. We will store these until the raffle.**
- * All trees must be ready for display by 7:00p.m. on November 18th, so that the Festival workers can arrange trees to achieve the best possible display.
- * Tickets for the Premier Party will be given to you when you arrive to set up your tree.
- * Bring supplies needed to set up your tree: scissors, tape, wire, etc. Please bring your own step-stool. **MUST HAVE BOXES FOR ORNAMENTS & TREES!**
- * All items on and around the tree will be given to the winner of your tree. Do not include any items you would like returned.
- * Use a "STURDY" tree stand. Do not use an ornament that is TOO HEAVY for the top of your tree.
- * **NEITHER TOWER SQUARE NOR BOYS & GIRLS CLUB CAN BE RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS!**
- * We are a non-profit organization as defined by the Federal Internal Revenue Code. The Festival will be happy to provide you with a donation verification letter should you desire it for tax purposes.



Please mail or fax this participation form to us by November 7th.

Business/Organization/Individual Name as you would like to see it on the tree sign

Tree Name as you would like to see it on the tree sign

Tree Size

Contact Name

Telephone Number

Fax Number

Address

City

Zip

E-Mail Address

Please reserve a day to set up your tree. You may come anytime during the hours specified for that day. If you are unable to set up your tree on the day selected, please call the Club at (413)785-5266.

<input type="checkbox"/>	Wednesday, November 16th 12– completed by 7PM
<input type="checkbox"/>	Thursday, November 17th 12– completed by 7PM
<input type="checkbox"/>	Friday, November 18th 12– completed by 7PM

Due to limited set-up space, only 35 trees will be allowed per day.

Application must be submitted by November 7th to be included in program. We will contact you to confirm your set-up date. Fax (413) 736-2620 or Mail your form to Springfield Boys & Girls Club, 481 Carrew Street, Springfield, MA 01104. Tree sponsors will be published on our website from October 18th through December

If you or someone you know is interested in volunteering, please call Barbara at (413)785-5266 or e-mail her at

kolosowski@sbgc.org.

Volunteer Opportunities

Set-Up

Breakdown

Greeter

Santa

Raffle Sales

*Tree Decorators available for hire call Barbara at (413)785-5266.