

# SS OUR ANNUAL CHRISTMAS TREE FESTIVAL SS

THE MONROE COUNTY HISTORICAL MUSEUM will be celebrating the 31<sup>th</sup> Annual Christmas Tree Festival during the month of December. The Festival is open to any Monroe County organization. Previous participants include school classes, 4-H groups, scouting groups, church groups, garden clubs, historical organizations, etc. Trees are set up by the group at the end of November, and taken down the first week of January, 2010. Wreaths can be dropped off, and will be put up by staff. Registration deadline is Wednesday, November 18, 2009.

FOR REGISTRATION contact Lynn Reaume at 240-7784, or e-mail me at [lynn\\_reaume@monroemi.org](mailto:lynn_reaume@monroemi.org). Please keep the following for dates and information.

## SS FESTIVAL GUIDELINES SS

**TREES:** Artificial trees with a sturdy tree stand. Please, NO food on the trees. Some wrapped candy is acceptable- call the Museum for questions on this. You provide your own tree.

**WREATHS:** Artificial wreaths, due to fire regulations. Maximum size is 36 inches in diameter. Attach a long, strong wire for the wreath's weight.

**ELECTRICITY:** Your group supplies a long extension cord. Electrical lighting may be inspected by the Monroe Fire Department, and non-approved wiring will not be lighted. Please put a secure label on your cord.

**SPECIAL RULES:** Tree skirts and signs may be placed on the immediate underlying floor. No handout literature please. Trees may be moved if staff deems necessary.

**THEME:** Each group decides on their own holiday theme. Some past themes were "Let it Snow", "Christmas in America", "Hearts for Christmas", etc. Each entry should have a sign with the group's name. Maximum sign size is 16" X 20". Please identify your tree and group with a sign.

## SS PLEASE NOTE SS

**APPLICATION DEADLINE:** Please drop off or mail your registration by Wednesday, November 18<sup>th</sup>. Spaces are on a first come, first served basis- NO spaces are reserved.

**SET UP TIMES:** 10:00 a.m. to 4:45 p.m. from Friday, November 20<sup>th</sup> to Monday, November 30<sup>th</sup>. Closed Thanksgiving Day. On Mondays and Tuesdays when the Museum is closed to the public, please come to the back door at the alley, ring doorbell, wait for the click and open the door.

**TAKE DOWN/PICK UP TIMES:** 10:00 a.m. to 4:30 p.m. Monday, January 4<sup>th</sup> to Saturday, January 9<sup>th</sup>, 2009. (We are closed Sundays *in January*). Please come to back door and ring doorbell.

WE WELCOME YOUR PARTICIPATION,  
AND THANK YOU FOR YOUR SUPPORT

ENTRY FORM CHRISTMAS TREE FESTIVAL

Please fill out & return to the Museum. **ENTRY DEADLINE:** November 18.

Name of Organization \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Entry Title \_\_\_\_\_

Description of Entry \_\_\_\_\_

Artificial Tree Size \_\_\_\_\_ Electricity on Tree? \_\_\_\_yes \_\_\_\_no

Artificial Wreath Size? \_\_\_\_\_ Electricity on Wreath? \_\_\_\_yes \_\_\_\_no

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Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Entry Title \_\_\_\_\_

Description of Entry \_\_\_\_\_

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Artificial Wreath Size? \_\_\_\_\_ Electricity on Wreath? \_\_\_\_yes \_\_\_\_no

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Entry Title \_\_\_\_\_

Description of Entry \_\_\_\_\_

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Artificial Wreath Size? \_\_\_\_\_ Electricity on Wreath? \_\_\_\_yes \_\_\_\_no

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