

FESTIVAL HOURS

SPONSOR SET-UP

TREES/WREATHS/CENTERPIECES

Wednesday, November 17, 3-7pm

Thursday, November 18, 9am-2pm

BUSINESS

NIGHT OF NETWORKING

Thursday, November 18, 5-7pm

CHRISTMAS MARKETPLACE

VENDOR SET-UP

Friday, November 19, 10am-3pm

For more information on vendor space contact
Carol Burke at 217-324-8147

FESTIVAL OF TREES AND CHRISTMAS MARKETPLACE

Friday, November 19, 4-8pm

Saturday, November 20, Noon-7pm

Sunday, November 21, Noon-3pm

Auction closes at 3pm on Sunday



November 19-21, 2010

Hosted by Litchfield Tourism

Festival Site:
Lincoln Land Community
College—Litchfield Campus

Unwrap the Magic



Litchfield's
8th Annual
Festival
of Trees
2010
Unwrap the Magic

Please return form by Nov 1 to:

Carol Burke
City of Litchfield—Tourism
120 E Ryder Street
Litchfield, IL 62056

Additional sponsorship forms available by contacting Carol at 217-324-8147 or online at www.cityoflitchfieldil.com

SPONSORSHIP FORM

****Each entry needs a separate form****

Sponsoring Group/Organization _____

Contact Person _____

Contact Phone _____ Cell Phone _____

Contact Address _____

Contact e-mail _____

Benefit Charity _____

Benefit Charity Address _____

Circle One Tree Wreath Centerpiece Is electricity needed? Circle One Yes No

Tree Height: _____ NOTE: Trees over 6ft are not eligible for delivery.

Name of Entry for Bid Card _____

Description of Entry _____

Do you wish to pick up check for your charity? Circle One Yes No

BE PART OF THE GIVING...

The City of Litchfield Tourism Office is extending an invitation for area businesses, organizations and individuals to participate in the 2010 Festival of Trees.

This is a family event that encourages the spirit of giving through a silent auction of decorated trees, wreaths and centerpieces.

Sponsors furnish a new or gently used artificial tree, wreath or centerpiece adorned in ornaments and decorations of their choice. Participants may choose to decorate their tree in a specific color or theme or to represent their chosen charity.

Sponsors should designate a charity to benefit from the proceeds of the silent auction. When registering, participants identify their chosen charity so that the names of both the sponsor and charity may be prominently displayed near the item to be auctioned. Participants are welcome to place a collection container next to the item in the event someone would like to leave a donation in lieu of a bid.

The silent auction begins with Night of Networking on Thursday, November 18 and ends on Sunday, November 21 at 3pm. The City will gladly deliver the

checks from the auction, but if you wish to personally deliver the donation to your charity, please indicate that on the sponsorship form.

We encourage trees of all sizes (2 foot and taller), but trees over 6 foot will not be eligible for delivery due to transportation limitations. Groups should keep this in mind as they plan for their tree entry.

The Festival of Trees is a great way to support charity while showing off your creative talent! Consider challenging your fellow organizations to see who can raise the most money for charity.

A sponsorship form is attached. Please complete a separate form for each entry. If additional forms are needed, please contact Carol Burke at 324-8147 or download a form from the website: www.cityoflitchfieldil.com.

Entry Deadline:
November 1, 2010

Contact Information

Carol Burke
City of Litchfield Tourism Office
120 East Ryder
Litchfield IL 62056
217-324-8147
cburke@cityoflitchfieldil.com

Examples of Past Charities

- Big Brothers, Big Sisters
- Project Linus
- Project Santa
- Coats for Kids
- Elizabeth Ann Seaton Program
- Litchfield Food Pantry
- Litchfield Christmas Basket Association
- Montgomery County Cancer Association
- Living Alternatives Pregnancy Center
- Make It Program
- Litchfield Pre-K Program

