



## Woodstock Public Library Festival of Trees Tree Application 2018



Please join the Woodstock Public Library as we celebrate the holiday season with our first annual Festival of Trees! If you would like to take part in the Festival, please read all information listed below. To participate detach and return bottom section of the form, and retain the rest for your information & reference. It is your responsibility to follow up to be sure we have received your application to participate.

Applications must be received by November 10; space is limited, so get your application in ASAP! Trees may be set up starting November 15th, and all decoration must be completed no later than Wednesday, November 24th. Trees may be removed between January 2nd and January 8th.

### Specifications for Trees:

- Your tree must be artificial, and between 5' and 8' in height. We do have limited spaces for smaller trees.
- No food products may be used on any tree or wreath, unless they are wrapped or in a sealed container.
- No lights may be used.
- Your tree or wreath should be decorated in accordance with a theme that you choose. The theme you select might, for example, reflect the interests and/or purpose of your organization.
- An appropriate tree skirt must be used under your tree.
- A small sign (approximately 8-1/2" x 11") in an attractive holder stating the name of your group should be placed beside your tree.
- In decorating your tree or wreath, keep in mind that small children will be viewing and possibly touching the display. For that reason we ask that you avoid decorating with anything with sharp edges.
- Please do not use live flowers, branches, leaves, etc. These items can be a fire hazard.
- No hot gluing may be done inside the library, and no aerosol sprays of any kind may be used.
- Glitter and similar products are prohibited.

### Other Details

The Library cannot accept responsibility for the care of trees or ornaments. It is against Library Policy for organizations to solicit donations on library property. Your group will draw a number for a space to put your tree or wreath when you are ready to decorate it. Please limit your group to less than ten persons at a time to decorate a tree. Children with the group must have adult supervision. **Woodstock Public Library Hours are Mon. & Weds. 10am-6pm, Tues. & Thurs. 10am-8pm, Fri. & Sat. 10am-6pm, and Sun. 2pm-6pm.** Please be finished and ready to leave the library at least 15 minutes prior to closing. For more information call 770-926-5859 and dial 203 for Jill Green or 220 for Jody Simpson.

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Mail, email, fax or deliver entry to: Attn: Jill Green, Woodstock Public Library,  
7735 Main St, Woodstock, GA 30188  
Fax: 770-591-1491 Email: greenj@seqlib.org

### Woodstock Public Library Festival of Trees 2017

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

Contact Person or Persons: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

I will set up my **tree** on November \_\_\_\_\_, 2016

Tree Theme: \_\_\_\_\_