

# West Hartford Festival of Trees

## How to Register a Tree

1. Register your tree with festival organizers by printing this form.
2. You'll need an artificial tree of any size to start. You may assemble and decorate it on drop off day or ahead of time.
3. Plan to decorate your tree to reflect your interest, business, holiday theme, or to highlight a cause. Please use your discretion with theme and ornaments, as this is a family event. No violence or weapons, for example.
4. Please do not decorate using edible (cookies, dog biscuits, candy, etc.) or especially fragile, breakable ornaments.
5. Do not glue ornaments to the tree. Secure all ornaments with craft wire or small gauge ribbon. **IMPORTANT:** Do not wrap wire over or around electrical wires for the lights, only around the bare branches.
6. If adding valuables items such as gift cards please use photocopies to be displayed on the tree. The actual gift card should be handed to organizers to pass along to the winner at pick up.
7. Attach the title to your tree.  
**DELIVERY DAY** is Sunday, Nov. 27th, between 12 and 2:30 pm.
8. Drop-off and set-up your tree at First Church, West Hartford at 12 South Main Street. Enter the parking lot from Farmington Avenue and enter the Auditorium via the rear first floor Rotunda entrance.

ONLINE REGISTRATION AVAILABLE IF YOU GO BACK TO THE WEB PAGE AND FOLLOW INSTRUCTIONS.

## Tree Registration Form

Print and Mail in by Nov. 11, 2022

First Church  
Attn: Ginny Vocelli  
12 South Main St  
West Hartford, CT 06107

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Contact Person Name

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Street Address

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City/State/Zip Code

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Organization or Individual's Name to go on tree

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Organization Type (i.e. Retail, Restaurant, Business, Community Group, Faith Community, Non-Profit, School, Individual, Other)

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Theme/title of tree

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Email

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Mobile Phone

Size and description of tree. Also any info you wish to have displayed with the tree e.g. business description, tree dedication in honor/memorial, etc.

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