

**CITY OF PALOS HEIGHTS  
ANNUAL HOLIDAY TREE DECORATING CONTEST**



Palos Heights Organizations, Schools, and Churches:

It's that time of year again to sign up for the City's Annual Holiday Tree Decorating Contest. There is no fee to enter the contest and trees will be provided by the City. The trees will be displayed in the Art Garden (across the street from the Fire Station at 123<sup>rd</sup> St. & 72<sup>nd</sup> Ct.) through the holiday season.

The trees are judged on creativity and theme. Prizes are awarded to the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Place winners. All participants receive a certificate of participation.

The winners will be announced and receive their prize at the City Council meeting on December 3, 2019 at 7:00 p.m.

**Applications must be submitted no later than Friday, November 15, 2019 by 4 p.m.**

**Tree Decorating takes place from November 23 – 29.**

**Decorations and signs must be removed by January 2 if you want to keep them.**

Guidelines for tree decorating are enclosed. Due to the number of applications we receive, organizations MUST be based in Palos Heights. If you have any questions, please call Margaret Carey in the Mayor's Office at 480-3003. Please feel free to make copies and distribute.

Sincerely,

City of Palos Heights

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**Holiday Tree Decorating Contest Application**

Name of Organization/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Best Phone #: \_\_\_\_\_

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

Email: \_\_\_\_\_ # of people in your group: \_\_\_\_\_

Please detach and return application to: City of Palos Heights, Attn: Margaret Carey, 7607 W. College Drive, Palos Heights, IL 60463 or email to [mcarey@palosheights.org](mailto:mcarey@palosheights.org)



# City of Palos Heights

## HOLIDAY TREE DECORATING CONTEST GUIDELINES

The following guidelines have been established for the health and safety of visitors and wildlife. Please adhere to all restrictions and share these with your group.

**Trees will be in place at the Art Garden, 123<sup>rd</sup> St. & 72<sup>nd</sup> Ct., by Friday, November 22 for decorating on a first come – first pick basis. Trees MUST be decorated by Friday, November 29.**

- ▶ There is NO electricity for lights
- ▶ Materials recommended for homemade ornaments:
  - Decorated Popsicle sticks
  - Styrofoam balls
  - Strung Beads
  - Wooden ornaments
  - Plastic
  - Clothespins
  - Fabrics, yarns, ribbon
  - Foil
- ▶ Materials NOT ALLOWED on trees:
  - Food Items (popcorn, cereal, cranberries, peanuts, pasta, marshmallows, etc.)
  - Candy
  - Birdseed
  - Suet w/ birdseed
  - Dog Biscuits
  - Pines Cones dipped in peanut butter
  - Pet Food
  - Ornaments made from dough
  - Objects with jagged/sharp edges
  - Tinsel
  - Glass

**Please Note:** The ornaments need to withstand the elements of winter. Ornaments should be painted, varnished, shellacked or laminated. Water-soluble glue (Elmer's) is not recommended.

Please do not hang ornaments that are valuable or hold special meaning. The City is not responsible for ornaments that are missing or stolen.

Please hang ornaments with string or yarn (no wires or pipe cleaners), and tie on tight and secure so they will not blow off in strong winds.

**Signage: Please provide a staked sign to place in front of your tree with your group/organization name in large letters. Sign should be no larger than 18"x24". Group's name should be exactly the same as submitted on the application.**

Decorations and signs must be removed by January 2 if you want to keep them. Ornaments left on the trees will not be saved.