

**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 COMMUNITY PARK – near the gazebo across from City Hall - 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 December 6, 2025, at the Kris Kringle Market tree lighting. Winners will also be announced and receive their prize at the City Council meeting on December 16, 2025, at 7:00 p.m.

**Applications must be submitted no later than Friday, November 7<sup>th</sup> by 4 p.m.  
Tree Decorating takes place from November 26<sup>th</sup> - December 4<sup>th</sup> at noon.  
Decorations and signs must be removed by December 27<sup>th</sup> if you want to keep them.**

Guidelines for tree decorating will be placed on the homepage of the City's website at [www.palosheights.org](http://www.palosheights.org); picked up at City Hall, or emailed if indicated. For questions, please call Jan Tomaszewski at 708-480-3003.

Sincerely,

City of Palos Heights

---

**Holiday Tree Decorating Contest Application**

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

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

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

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

Return application to: City of Palos Heights, Attn: Jan Tomaszewski, 7607 W. College Drive, Palos Heights, IL 60463 or email to [jtomaszewski@palosheights.org](mailto:jtomaszewski@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 Community Park, across from City Hall at 7607 W. College Drive by **Wednesday, November 26<sup>th</sup> at 4pm** for decorating on a first come – first pick basis. Trees **MUST** be decorated by **Thursday, December 4<sup>th</sup> at noon.**

- ▶ 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 December 27<sup>th</sup> if you want to keep them. Ornaments left on the trees will not be saved.