Dear friends of Oxford High School and the community,

The Festival of Trees event has become an anticipated holiday tradition for the students of Oxford High School and the community. It is a time for our students to give back along with the community. OHS students take pride in supporting the festival and let their creativity shine through with their decorated trees.

For the past 12 years, school clubs, businesses, organizations and individuals have joined the OHS Booster Club in celebrating the season by donating a fully decorated tree in a theme of their choice to be raffled off with proceeds going to a local charity, also of their choice.

This year the Festival of Trees will be a festive celebration held on Friday, December 13th & Saturday, December 14th at Oxford High School with fun activities such as Pizza with Santa, Cookies and Storytime With Mrs. Claus, the Oxford PTO Holiday Bazaar, and Holiday entertainment.

This is a time of community and the spirit of giving. Please consider donating a decorated tree of any size. Let your imagination soar when it comes to a tree theme and decorations. You may want to include gift certificates or special offerings from your organization or business. The possibilities are limitless.

Tree decoration and setup is on Monday December 2nd, Tuesday December 3rd and Wednesday December 4th 5:00-8:00pm. You supply the tree (artificial), lights, tree skirt if needed, and decorations and we will supply the extension cord and electricity. We only ask that you kindly refrain from using glass ornaments. **All trees, wreaths, baskets, etc. must be completely set up by Thursday December 5th!**

The OHS Booster Club will supply a raffle ticket basket for each tree for visitors to place their raffle ticket in. This basket will also display your business, organization, club, or individual name, the theme of your tree, along with the charity that you have chosen.

The themed trees will be raffled off to the general public on Saturday, December 14th. The lucky winner of each raffle will take home the tree they won.

Please join us for this special event celebrating community giving and holiday cheer. The Festival of Trees submission form can be found on our web page: ohsboosterclub.com

The Oxford High School Booster Club

For more info please contact Amy Panek at 203-751-1999 or email: ohsfestivaloftrees@gmail.com
**Name & Contact Info**

Business/Organization or Family/Individual Name: __________________________________________

Contact person: ___________________________ Phone #: ________________________________

Address: ____________________________________________________________________________ Email ____________________________________________

**Donation Type**

☐ Decorated Tree  ____ Small Tree (3’ and under)

☐ Large Tree (4’ and over)

☐ Table top Gingerbread House

☐ Decorated Wreath

☐ Decorated Centerpiece

☐ Gift Basket (please wrap basket with cello wrap, etc. to secure gift items)

• For safety reasons please do NOT use GLASS ornaments. Thank you.

• If you wish to include gift cards with your tree, etc. please photocopy the gift card and place copy on tree.

Please give the gift card to the OHS Booster Club and the gift card will be given to the lucky winner.

☐ Other: (please explain) ______________________________________________________________

**Tree decoration and Set-up Dates & Times**

☐ Monday, Dec. 2nd (5:00pm – 8:00pm)  ☐ Tuesday, Dec. 3rd (5:00-8:00pm)  ☐ Wednesday, Dec. 4th (5:00-8:00pm)

**Tree Information**

Donated by: __________________________________________________________________________

(if applicable) In Honor/Memory of: _______________________________________________________

Theme of Tree: _________________________________________________________________________

Short description of Tree: __________________________________________________________________

Proceeds to be donated to (charity): _______________________________________________________

Address of Charity: _____________________________________________________________________

**Please complete and mail to: OHS Booster Club-Festival of Trees, 61 Quaker Farms Road, Oxford, CT 06478 or email to Sue Kondic at ohsfestivaloftrees@gmail.com**

Please return by November 21, 2018
HOST Sponsor Form

Host Sponsors help underwrite Festival expenses and in return receive valuable exposure for their business/organization.

Name & Contact Information

Business / Organization Name: __________________________________________________________
Address: ____________________________________________________________________________
Contact person: ______________________________________________________
Phone #: ____________________________________________________________________________
Email: ______________________________________________________________________________

- Jingle Bells HOST Sponsor $50
  As a Jingle Bells Host Sponsor
  • your business/organization NAME will be prominently displayed on the OHS Booster Club webpage (www.ohsboosterclub.com)
  • and will be printed in the Festival program book provided to attendees.

- Silver Bells HOST Sponsor $100
  As a Silver Bells Host Sponsor
  • your business/organization LOGO/BUSINESS CARD will be prominently displayed on the OHS Booster Club webpage (www.ohsboosterclub.com)
  • and will be color printed in the Festival program book provided to attendees.

- Golden Bells HOST Sponsor $250
  As a Golden Bells Host Sponsor
  • your business/organization LOGO/BUSINESS CARD will be prominently displayed on the OHS Booster Club webpage (www.ohsboosterclub.com)
  • and you will be provided a ½ PAGE FULL COLOR AD of your choice (approved by the OHS Booster Club) in the Festival program book provided to attendees.
  • Your color LOGO will also be printed on the Festival flyers circulated in the community.

Please complete this form and include with check payable to “OHS Booster Club” Mailing address: OHS Booster Club-Festival of Trees, 61 Quaker Farms Road, Oxford, CT 06478

THANK YOU!