

# *Decoration & Donation Guidelines:*

- Drop-Off dates & times will be coordinated with participants
- All greenery (Trees & Wreaths) must be artificial.
- All items must be sized and suitably decorated for placement in a home or place of business. Trees must not exceed 8 feet total in order to fit through a standard size entry door.
- No living plants or animals may be used
- All trees must have lights. Only CSA approved lights may be used and they must be the type that remain lit if one bulb goes out. Extra replacement bulbs should be taped to the cord at the tree stand.
- Please do not use loose glitter, confetti or artificial snow.
- Please do not glue items directly to the branches.
- Please include a tree skirt or covering for the base of the tree along with the decorated tree. The tree skirt will be included with the tree.
- Items of value such as gift cards/certificates, scratch tickets or money should be given to a Tree Jubilee organizer and copies should be placed on the Tree or Wreath. The originals will be given to the winner.
- All ornaments should be securely attached to the tree with craft/floral wire, pipe cleaners, or narrow ribbon. If ornament hooks are used bend them closed so they don't fall off when the tree is being moved.
- An extension cord should accompany the tree. Black or green would be best.
- Please do not use fragile ornaments, dried flowers or alcohol or drugs as decorative elements.

For More Information: [www.TheBradleyPlayhouse.org/treejubilee](http://www.TheBradleyPlayhouse.org/treejubilee)

**PLEASE RETURN THE PARTICIPATION FORM BY NOVEMBER 5, 2021  
FOR A PRIORITY TREE DISPLAY LOCATION.**

Final day to submit Tree Jubilee Participation Form: November 15.

*Only forms completely filled out with the required fields, sent in before Nov 15, will be considered.*

Please send a copy of completed form or any questions to:

**BradleyPlayhousePromotions@gmail.com,**

or complete an online form at **[www.TheBradleyPlayhouse.org/treejubilee](http://www.TheBradleyPlayhouse.org/treejubilee)**

or if you prefer, mail this participation form to:

**The Bradley's Tree Jubilee - PO BOX 71 - Putnam, CT 06260**



**Theatre of Northeastern Connecticut at The Bradley Playhouse  
30 Front Street Putnam, CT 06260 | [www.TheBradleyPlayhouse.org](http://www.TheBradleyPlayhouse.org)**