



Adopt a Holiday Tree Program

Help us brighten up the holiday season while supporting Community Programming! We invite families, businesses, and organizations to Adopt a Holiday Tree join in the fun! Start the holiday season with a fun activity for the family or a teambuilding activity for your employees. Adopted trees will be on display at Covered Bridge Park and highlighted at our beloved Community Tree Lighting Event on Saturday, December 2, 2023. Trees will stay illuminated throughout the month of December for the entire community to see!

TIMELINE FOR TREE DECORATING AND REMOVAL:

- 🎄 Tree Delivery- Trees will be delivered and set in staked stands throughout Covered Bridge Park the last week in November.
- 🎄 Decorating- Tree Adoptees will have from the last Friday in November to the first Friday in December to decorate.
 - When you arrive to decorate, just look for your Family/Business/Groups name tag on your tree Please leave the name tag on your tree so everyone coming to see them knows which one is yours!
- 🎄 Test Lighting- On Saturday, December 2, 2023 at 12:00 p.m. the Township will hold a test lighting. If malfunctions occur with your tree, you will be notified immediately. If you need assistance fixing your tree, we will help any way we can so that your tree is beautiful and ready for the Tree and Bridge Lighting event that evening.
- 🎄 Removal of Decorations & Trees- All tree decorations MUST be removed during the first week of January. Any decorations that are not collected will be discarded by the Township.

PLEASE SEE THE FOLOWING PAGE FOR INFORMATION AND SUGGESTIONS ON DECORATING AND MAINTAINING YOUR TREE. We will contact Adoptees with any important information and reminders. Thank you!



GUIDELINES FOR TREE ADOPTEES: Each tree requires a minimum donation of \$55. All proceeds support future community events and programs offered by SWT Parks and Recreation. You are then encouraged to decorate your tree in any way you please, following a few guidelines:

- Tree Adoptees are responsible for all tree decorations.
- Your tree is limited to 500 LED lights (white or colored). LED ONLY!
- Tree Adoptees are responsible for providing all ornaments/ribbons/balls/etc. We highly recommend you adhere all decorations onto the tree with pipe cleaners that can be twisted tightly to the branches.
- No glass/breakable decorations. No tinsel please!
- You must provide a 20 ft. (minimum) OUTDOOR/ALL WEATHER extension cord to extend from your tree lights to our Industrial Cord. No indoor cords will be permitted!

Remember, the trees will be out in the elements, and therefore subjected to winds, rain, snow, etc. While South Whitehall Township employees and volunteers will be monitoring the park decorations and trees, we ask that you keep a keen eye on your tree and make sure that nothing is damaged. The trees will be staked into the ground and up the trunk of the tree however, if strong winds occur, some trees may lean or fall. The Township will do their best to rectify the situation. If you notice something out of the ordinary with your tree/decoration/stand, please contact the Parks & Recreation Department at 610-398-0401 ext. 211 or by email at matulal@southwhitehall.com.

Please complete the information below and submit this form along with your \$55.00 minimum donation made payable to "South Whitehall Township."

South Whitehall Township Parks & Recreation, Attn: Tree Lighting
4444 Walbert Ave., Allentown, PA 18104.

Please **PRINT** what you would like written and displayed on your tree tag (ex. In Memory of John Doe, The Beckett Family, John Doe Incorporated, Scout Troop 8).

Tree Tag Information (Family Name, Business Name, Etc.)

Contact Person for the Adoption

Telephone Number

Email Address

Mailing Address

Office Use Only: Check Number _____ Cash Payment _____ Received on _____