



505 McMillen St, Bridgeville, PA 15017 412-221-3737

www.bridgevillelibrary.org

www.friendsofbpl.org

Christmas Tree Festival

Greetings,

Each year the volunteers of the Friends of the Library host a Christmas Tree Festival. This Festival is a beautiful display of trees each with its own theme. The event gives an individual, family, group or business the opportunity to create a unique tree for display during the Festival. For the first time the Christmas Trees will be on display at our Library. They will be available for viewing during regular library hours from Monday, December 4, 2017 until Saturday, December 16, 2017. Special activities will be held during this time, including Light Up Night on Friday, December 8, 2017 and a Holiday Celebration on Saturday, December 9, 2017. Admission will be \$2.00 per person, children under 3 are free. For complete details, please visit our website. All proceeds benefit the Bridgeville Public Library.

The Friends hope that you will participate by creating a Christmas Tree for display. There is no fee to enter a tree. Please see the attached entry form for specific guidelines.

Events include Chinese Auction, Bake Sale, Musical Performance, Santa's Magic Show, Crafting Corner and a visit from Santa.

We appreciate your participation.

Any questions or comment, please call Ben Hornfeck, the Library Director at 412-221-3737.

Sincerely,

Janet Nock

President, Friends of the Library

GUIDELINES FOR PARTICIPATION IN THE 2017 CHRISTMAS TREE FESTIVAL

1. Fill out the form below. A ballot box with your name and tree theme will be placed next to your tree.
2. Decorate your tree with a theme. Trees must be artificial and can be up to 6 feet in height and can be lit. If your tree has lights, please remember to bring your own extension cord. If you want to decorate under your tree, please limit yourself to 3 square feet of space.
3. Bring your tree to the Bridgeville Public Library on Sunday, December 3, 2017 for set up from 1:00 pm until 3:00 pm. This will give you time to decorate and prepare it for Monday morning at 10:00 am when the library opens. Trees will be on display until Saturday, December 16, 2017 when the winners are announced at 11:00 am. Tree can be removed any time after the Festival ends (approximately noon) until Saturday, December 30, 2017. Please indicate below the date you expect to take down your tree.



Send completed form to Cindy Capozzoli, 24 Vesper St, Bridgeville, PA 15017. Any question can be emailed to cc9376@aol.com or call Cindy at 412-221-9376. Please register your tree before November 28, 2017 to allow us time to prepare.

HOW WOULD YOU LIKE THE TABLE SIGN TO READ? An example from last year:

“A VERY HARRY (POTTER) CHRISTMAS”

By Bridgeville Public Library Staff

NAME OF YOUR TREE

BY

NEED ELECTRICITY YES NO

APPROXIMATE SIZE OF TREE

CIRCLE YOUR CATEGORY:

FAMILY

GROUP

BUSINESS

Please list the contact person’s name, address, phone# and email address below:

Approximate date you will be taking your tree down _____