



# FESTIVAL OF TREES ENTRY FORM

This year's Festival of Trees coincides with the downtown Parade of Lights theme, "Dachshund Through the Snow." This theme should spark many creative ideas for your tree decorations. Other themes or decorations will also be accepted. Please complete this form and return it to the BAC by November 2, 2018. We will be open for tree decorating from Noon to 5PM beginning Wednesday, November 14 through Wednesday, November 21. We are open our regular hours for decorating Tuesday through Saturday Noon-5PM and closed Sunday and Monday until the opening of FOT. If you cannot decorate during our regular hours, please let us know so we can set up an appointment. The Festival runs November 24 through Dec. 22, 2018.

## CONTACT INFORMATION

Contact person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## TREE INFORMATION

Title of tree: \_\_\_\_\_  
Decorated by: \_\_\_\_\_

Trees are provided by the BAC unless noted by the participant.

Do you need a tree? Yes / No    If yes, Small (5')\_\_\_\_\_    Medium (6')\_\_\_\_\_    Large (7')\_\_\_\_\_

NOTE: Trees may need to be moved around for display purposes at the discretion of Festival Committee, so please be sure breakable ornaments are securely fastened. **The Brookings Arts Council will take every reasonable precaution to ensure the safety of submitted artwork; however the BAC will not be responsible for any loss or damage to your ornaments.** Please, no lit candles! Miniature lights are recommended. Please mark extension cords and lights with identification.

## SCHEDULING

Trees must be decorated by 5PM, November 21.  
Date and time you'd like to come in and decorate: \_\_\_\_\_

Trees must be un-decorated at the close of the festival on January 2 and 3, 2019. We will be open Tuesday- Saturday, Noon- 5PM. The BAC will not be responsible for items left beyond that date.

Date and time you'd like to un-decorate your tree: \_\_\_\_\_

## FESTIVAL HOURS

Saturday, November 24 (public opening): Noon-5PM  
Sunday, November 25: 1-4PM  
Exhibit runs Nov. 24-Decemeber 22, Saturday noon to 5pm.  
Special Sunday viewings: November 25, Dec 2, and Dec 9 from 1-4pm.

Mail or drop forms off at the Brookings Arts Council, 524 4<sup>th</sup> Street, Brookings SD 57006. Fax to: (605) 692-4177. Completed forms can also be scanned and e-mailed to [artscouncil@brookings.net](mailto:artscouncil@brookings.net)

Again, thank you for your assistance in making the FESTIVAL OF TREES a success! If you need further information, please feel free to contact us at 692-4177.

Happy Holidays,  
Brookings Arts Council Staff

