



Dear Participant,

Thank you for applying to participate in “Trees at the Tower”, our Christmas Tree Festival.

Please complete and return the form overleaf by **Tuesday 16 November**, to enable us to plan where to place your tree in the church, and how to describe it correctly in the Programme.

Please make sure you tick the box overleaf about the Festival rules.

FESTIVAL EVENTS

Wed Dec 1st 7.00 ^{pm} **Opening Celebration** *A thank you for all participants, sponsors, & volunteers*

Sun Dec 5th 6.30 ^{pm} **Advent Festival Service of Hope & Light** *with the choir of St Mary-le-Tower*

Mon Dec 6th 5.00 ^{pm} **Christingle Candle Carol Service (½ hr)** *with the choristers of St Mary-le-Tower*

Tue Dec 7th 1.10 ^{pm} **Lunchtime Concert:**

During festival opening times festive activities for children will be available, and the festival café will be open serving coffee, tea, cakes and pastries and light lunches.

FOR MORE DETAILS & OPENING TIMES PLEASE SEE <http://treesatthetower.org.uk>

Festival Rules

1. All light sets must be ***mains powered***.
2. For environmental reasons, we request that everyone uses low energy LED lights on their trees.
3. Lights may flash but must not play sounds.
4. Please ensure that any electrical items that are not brand new have been PAT tested.
5. We welcome imaginative and creative trees on any theme, but the organisers reserve the right to remove trees that are judged indecent or offensive. Please check with us if you are in any doubt.
6. *****PLATFORM TREES** This year there is an option to purchase a 5ft real tree which will be pre-mounted on a platform which sits on top of the pews (88cm high). These trees will need to be decorated from a step ladder. If you opt for a platform tree you DO NOT NEED TO PURCHASE A TREE STAND Please indicate on the form overleaf if you would like to apply for one of these prominent trees.***

INFORMATION ABOUT YOUR TREE

Contact name and email address:																			
Type of Tree:	Real <input type="checkbox"/> Artificial <input type="checkbox"/> Platform <input type="checkbox"/> <i>(please tick or highlight)</i>																		
Height of Tree (in feet/inches)																			
No. of mains light sets you will be using (<i>no batteries please</i>)																			
Theme and/or colour																			
How you or your organisation would like to appear on the tree list (eg Ipswich District Oddfellows – ‘making friends and helping people’ <i>[Max 2 lines please]</i>)																			
How you or your organisation would like to be promoted in the programme. <i>[Max 60 words please text only]</i>																			
Please indicate when you can take down your tree	<table border="1"> <thead> <tr> <th colspan="2">Take down Timeslots</th> <th>please tick</th> </tr> </thead> <tbody> <tr> <td>Thurs 9th</td> <td>09.00-11.00</td> <td></td> </tr> <tr> <td>Thurs 9th</td> <td>11.00-13.00</td> <td></td> </tr> <tr> <td>Thurs 9th</td> <td>13.00-15.00</td> <td></td> </tr> <tr> <td>Thurs 9th</td> <td>15.00-17.00</td> <td></td> </tr> <tr> <td>Thurs 9th</td> <td>17.00-19.00</td> <td></td> </tr> </tbody> </table>	Take down Timeslots		please tick	Thurs 9th	09.00-11.00		Thurs 9th	11.00-13.00		Thurs 9th	13.00-15.00		Thurs 9th	15.00-17.00		Thurs 9th	17.00-19.00	
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Other details you would like us to consider																			

<input type="checkbox"/>
<input type="checkbox"/>

I confirm that I have read and understood the Festival Rules outlined overleaf

I wish to donate my real tree to be auctioned after the festival (proceeds to the charities)