



Re: 2016 Fairfield Festival of Trees

The City of Fairfield Parks and Recreation Department will host its eighth annual **“Festival of Trees”** at the Fairfield Community Arts Center (FCAC) this holiday season. The event has become a holiday tradition that will attract families and enhance the overall community spirit throughout the upcoming holiday season.

Here are the benefits of participating in this program:

- Advertising for your business or organization
- Team building event for your organization
- Support a local family in need after the event by donating your tree (optional)
- Proceeds provide scholarships for Children’s Programs at the Community Arts Center

There are 4 prime spots which are \$150. These spots are located next to the two revolving doors in the FCAC. The cost to sponsor all other trees is \$100, which will be on display in the FCAC’s Art Gallery. The trees are provided by the Parks and Recreation Department. The names of the sponsor and theme of the tree will be prominently displayed next to each tree.

Your tree will be available from November 16<sup>th</sup> through the 23<sup>rd</sup> for decorating purposes. The trees will be on display in the Art Gallery from November 30<sup>th</sup> through December 19<sup>th</sup>, which includes many seasonal events in the Community Arts Center. At the end of this time, sponsors may donate the tree (as decorated) to a local family in need or simply remove the decorations from the tree.

Thank you in advance for your contribution to this program. I have attached a form for you to complete and return to my attention. Should you have any questions or concerns, please contact me at 513-896-8406 or [jyambrich@fairfield-city.org](mailto:jyambrich@fairfield-city.org).

Sincerely,

JoBeth Yambrich  
Community Events  
City of Fairfield  
Parks and Recreation



**2016 Festival of Trees – Sponsorship Form**

Sponsorship Name \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_ \$150 Sponsorship (only 4 available)

\_\_\_\_ \$100 Sponsorship

Theme of Tree (for display sign): \_\_\_\_\_

**Please indicate the date you plan to decorate your tree during times below:**

November 16 – 18 between 8:00 am and 8:00 pm

November 19 between 9:00 am and 1:00 pm

November 21 – 23 between 8:00 am and 6:00 pm

Date: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

Do you want to donate the tree to a local family in need? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, do you need assistance locating a family? Yes \_\_\_\_\_ No \_\_\_\_\_

**Contact:**

J Yambrich  
(513) 896-8406  
jyambrich@fairfield-city.org

**Please return the form to:**

Festival of Trees  
411 Wessel Drive  
Fairfield, OH 45014

**\*\*Please make checks payable to the "City of Fairfield."**