



16th Annual Parade of Trees 2024 Participation Guidelines



All you need to know to Donate a Tree or Wreath:

Fill out the [Participation Form](#) and **send it by NOVEMBER 11th** to our PARADE EMAIL, dhsparadeoftrees@gmail.com or regular mail to Danvers Historical Society, PO Box 381, Danvers, MA 01923.

How It works:

1. **Buy or create an artificial Christmas tree (6ft. or smaller) or wreath** with lights (preferably LED bulbs). **We can only accept artificial displays** which must be in the form of a tree or wreath. If decorating a table-top model be sure to provide a suitable stand with a cloth or tree skirt. If you want the stand back, please let us know at set-up time.
2. **Pick a theme** for the tree (i.e. Art, Barbie, hockey, Gardening, Sewing, Harry Potter, dinosaurs, etc.) Decorate to interpret your theme and include ornaments, gifts or gift certificates. Gifts/gift certificates are not required. **Do not include the actual gift certificates on the tree**, decorate with copies. If a gift is too valuable to display, it can be represented by a facsimile. All items displayed should be true representation of what the winner will receive. Winners get the actual gifts and or gift certificates when the tree is picked up. All gifts that are too valuable to display and gift certificates are kept in a locked environment. Your generosity and creativity inspire guests to purchase multiple raffle tickets. **Tapley Memorial Hall can only accept 40 trees and 10 wreaths.**
3. **Fill out the [Tree/wreath donor participation form on-line here](#)** or email it by November 11
4. **Edible items, loose glitter, confetti, or artificial snow are prohibited in displays.** If edible items are given to the winner, fake ones should represent them in your display.
5. **Space assignments** are at the discretion of the committee. We arrange all displays to look their best within the event space.
6. **Display set-up** is at Tapley Memorial Hall, 13 Page St, on November 22, 23 & 25. **Donors are required** to sign up for a set-up time prior to arriving at Tapley Hall. Once the form is received, we will contact you to make a date and time for set up.

Questions? **Email** dhsparadeoftrees@gmail.com or **Contact** DHS office (978)777-1666

Thank you for participating and helping us
continue our education and preservation programs.

