

36th annual Trails & Rails Museum: Christmas Tree Walk 2023 First two weekends in December (2nd & 3rd and 9th & 10th) and the week in between (4-8). Thus, this is a nine-day event!



The Buffalo County Historical Society is looking for organizations to participate in the 36th annual Christmas Tree Walk. This event is a great way to creatively promote your business/mission during the holidays. All you need to do is decorate a Christmas tree using this year's theme "150"

We will heavily promote the Walk which is free to the public with a suggested donation of a non-perishable food item that we will give to a local organization. Those viewing the trees can either pick up a program or go to our website for the digital program where you can provide information about your organization. You may also provide info at your tree.

For the non-profit Big TREE Contest, the public will vote on their favorite tree created by a local non-profit. The winning non-profits gets \$100, 2nd place will receive \$50; and third place will receive a special treat from a local pastry!



(Big Tree Contest) Reservations: You may reserve your spot at any time prior to October 27th by e-mailing bchs.buffalotales@hotmail.com and please state if you would like electricity. Electricity and tree placement will be assigned on a first come/first serve basis. Please RSVP as soon as possible.

(Big Tree Contest) Program Write up: The program write-up is due, via e-mail, no later than Friday, November 10th, 2023. The write-up format is attached at the bottom of this letter. Please email the write-up as a Word Document so we can copy and paste it directly into our program. Also, please do not include logos, as we will not have room for them in the final program. To guarantee updated information is included in the program, please submit the write-up via e-mail to bchs.buffalotales@hotmail.com.

(Big Tree Contest) Decorating: We must insist that all trees be artificial, unless you have spoken with the Director. There is a three-week window for decorating. Decorating will begin Wednesday, November 1st through Friday, November 17th, 2023. **We will be closed the entire week of Thanksgiving and all trees must be completed prior to that week.** The hours for decorating will be the museum's regular business hours of Monday through Friday from 1-5 pm. Unfortunately, the Museum does not have room to store the empty tree or decoration boxes, so please plan on taking those back with you. We will stay open until 6 pm on Thursday, November 16th, 2023 to allow your organization to decorate 'after hours'.

(Big Tree Contest) Voting: Visitors can vote on their favorite tree by purchasing tickets and placing them in a container at the tree location. As a participant, you are to provide that container and mark it so the visitor knows to place their votes in that container. We will tally the votes after the event is complete.





Mini-Trees/Wreath Silent Auction: Any business or individual may participate by decorating a mini-tree or wreath, used for a silent auction fundraiser. The public deemed this to be popular, so we will continue this new tradition. We provide the mini-tree/wreath and you provide the decorated master piece! Please have your mini-tree/wreath to BCHS no later than the Friday before Thanksgiving. Auctioned trees and wreaths will go live on BCHS social media and in house on the first Saturday of the Christmas walk.

Event Hours: First two weekends in December (3rd & 4th and 10th & 11th) and the week in between (5-9). Thus, this is a nine-day event! The first Saturday we will be open one hour early for a member's sneak peek.

We appreciate your support and look forward to seeing your decorations. Please contact us if you have any questions, comments, or suggestions!

Sincerely,
Broc Anderson
Community Engagement Director
Buffalo County Historical Society/Trails & Rails Museum
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A checklist for your convenience:

_____ reservation and contact info. in by 10/27/2023

_____ write-up for program **e-mailed** in by 11/10/2023

_____ tree up and decorated by 11/17/2023

*trees must be completed the Friday before Thanksgiving *

_____ organization sign & a ticket jar on/by tree 11/17/2023

_____ pick up tree/misc. items by 01/5/2024