

## 37th annual Trails & Rails Museum: Christmas Tree Walk 2024

December 7<sup>th</sup> through 15<sup>th</sup>

The Buffalo County Historical Society is looking for organizations to participate in the 37th 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 "Mapping Buffalo County."

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-profit gets \$100, 2<sup>nd</sup> place will receive \$50; and third place will receive a special treat from a local pastry shop! (Only non-profit organizations are eligible to win, but anyone is welcome to reserve and decorate a big tree.)

**Big Tree Contest Reservations:** You may reserve your spot at any time prior to October 25<sup>th</sup> by e-mailing [bchs.buffalotales@hotmail.com](mailto: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. Reservations submitted after October 25<sup>th</sup> will be considered but cannot be guaranteed.

**Big Tree Contest Program Write up:** The program write-up is due, via e-mail, no later than Friday, November 16<sup>th</sup>, 2024. 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](mailto: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 Friday, November 1<sup>st</sup> through Friday, November 22<sup>nd</sup>, 2024. 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, 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 21<sup>st</sup>, 2024 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.

**Event Hours:** December 7<sup>th</sup> through 15<sup>th</sup>, including special weekend hours on December 7<sup>th</sup> and 8<sup>th</sup> and 14<sup>th</sup> and 15<sup>th</sup>, respectively. **December 7<sup>th</sup>- 15<sup>th</sup>: 1:00pm – 5:00pm**

**Mini-Trees/Wreath Silent Auction:** Any business or individual may participate by decorating a mini-tree or wreath, used for a silent auction fundraiser. This proved a hit with the public, so we will continue this new tradition. We provide the mini tree/wreath and you provide the decorated masterpiece! Please have your miniature trees/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.

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

Sincerely,  
Dr. Lina Homberger Cordia  
Community Engagement Director  
Buffalo County Historical Society/Trails & Rails Museum  
PO Box 523, 710 W. 11<sup>th</sup> St., Kearney, NE 68848  
(308) 234-3041  
bchs.buffalotales@hotmail.com

\*\*\*\*\*

## Christmas Tree Walk Write Up

Name of Organization/Family:

Mission of the Organization:

Date founded/began operating in Buffalo County:

Organizational accomplishments in 2024:

Organization's contact information:

How does your organization's tree fit the theme "Mapping Buffalo County"?

Please **e-mail** this information in a word document to bchs.buffalotales@hotmail.com by Friday 11/16/2024.  
**Please note, this information will be copied and pasted directly into the program, so please list it exactly as you want it seen by the public.**

\*\*\*\*\*

### **Checklist for Your Convenience:**

\_\_\_\_\_ reservation and contact info in by 10/25/2024

\_\_\_\_\_ write-up for program **e-mailed** in by 11/16/2024

\_\_\_\_\_ tree up and decorated by 11/22/2024 \*trees must be completed the Friday before Thanksgiving \*

\_\_\_\_\_ organization sign & a ticket jar on/by tree by 11/16/2024

\_\_\_\_\_ pick up tree/misc. items by 01/10/2025