

2024 West Hartford Festival of Trees

How to Register a Tree

1. Register your tree with festival organizers by printing this form or register online at whfirstchurch.org.
2. You'll need an artificial tree of any size to start. You may assemble and decorate it on drop off day or ahead of time.
3. Plan to decorate your tree to reflect your interest, business, holiday theme, or to highlight a cause. Please use your discretion with theme and ornaments, as this is a family event. No violence or weapons, for example.
4. Please do not decorate using edible (cookies, dog biscuits, candy, etc.) or especially fragile, breakable ornaments.
5. Do not glue ornaments to the tree. Secure all ornaments with craft wire or small gauge ribbon. **IMPORTANT:** Do not wrap wire over or around electrical wires for the lights, only around the bare branches.
6. If adding valuables items such as gift cards please use photocopies to be displayed on the tree. The actual gift card should be handed to organizers for safe keeping.
7. Attach the title to your tree.
DELIVERY DAY is Sunday, Dec. 1st, between 12 and 2:30 pm.
8. How to get here: First Church, West Hartford at 12 South Main Street. Enter the parking lot from Farmington Avenue and enter the Auditorium via the rear first floor Rotunda entrance.

Tree Registration Form

Print and Mail in by Nov. 15, 2024

First Church
Attn: Eleanor Wight
12 South Main St
West Hartford, CT 06107

Contact Person Name

Street Address

City/State/Zip Code

Organization or Individual's Name to go on tree

Organization Type (i.e. Retail, Restaurant, Business, Community Group, Faith Community, Non-Profit, School, Individual, Other)

Theme/title of tree

Email

Mobile Phone

Size and description of tree. Also any info you wish to have displayed with the tree e.g. business description, tree dedication in honor/memorial, etc.
