



2022

Festival of Trees

Sponsor A Tree!



The holiday season is a magical time at the National Railroad Museum®, made even better with our annual Festival of Trees fundraising event!

The Festival of Trees displayed among our historic locomotives enchants more than 20,000 Polar Express™ passengers, Holidays on the Rails participants, and Museum patrons during the 8-week period of November 17, 2022 – January 1, 2023.

We reduce our admission prices during the holiday season so that even more families can visit the Museum and experience the Festival of Trees! Tree sponsorships provide key support for the Museum and our educational mission.

Don't have time to decorate a tree? No problem! We now have a special Ornament Tree in our lobby where sponsors and Museum patrons can provide an ornament. Space is limited, so sign up early!

Sponsors will be assigned tree locations on a first-come, first-served basis after we receive a completed reply form (digitally or by mail), and payment.

Sponsors will have their names/logos listed on our website, and in this year's 2022 Festival of Trees Guide, which will be handed out to all patrons. We will also recognize sponsors in our E-News, Rail Lines Newsletter & on social media.

We invite our sponsors to join us at a private reception for a "Sneak Preview" of the Festival of Trees on Wednesday, November 16, 2022, from 5:30 p.m. to 7:30 p.m. Light refreshments will be served. Each tree sponsor will receive two tickets to this reception. All tickets can be picked up on your decorating date.

While the wonder of the Festival of Trees may only come once a year, we are grateful every day for all our generous partners that make it happen! Thank you!

Festival of Trees Tree & Ornament Sponsorship Levels 2022:

ORNAMENT - \$30.00

- Ornaments are a wonderful choice for those who may not wish to decorate an entire tree (individuals, businesses, or groups). There are no tickets included with this sponsorship option.
- The sponsor can choose and provide a specialty ornament to use. Museum Staff will decorate the tree.
- Tree will be in the Museum's Deluxe-level Lobby area.
- 100 ornament slots available
- Ornaments can be brought to the museum during decorating times. Ornaments must be picked up at the end of the event by the sponsor.
- Specialized ornaments to be no larger than 3 inches in height and width. (Larger ornaments will not be added to the tree.)

STANDARD TREE - \$75.00

- All Standard Trees are located between the Dwight D. Eisenhower locomotive exhibit and Union Pacific "Big Boy" in the Museum's Frederick J. Lenfestey Center as assigned on a first-come, first-served basis.
- 30 Standard trees available
- Sponsors decorate a Museum-provided tree. (Sponsors may also provide their own tree.)

DELUXE TREE - \$100.00

- Deluxe Trees are in the Museum's Harold E. Fuller Lobby, Harold E. Fuller Hall Gallery, Bauer Drumhead Gallery, or Frederick J. Lenfestey Center as assigned on a first-come, first-served basis.

- 20 Deluxe trees available
- Sponsors decorate a Museum-provided tree. (Sponsors may also provide their own tree.)

SIGNATURE TREE - \$150.00

- Signature Trees are located prominently in the Museum's Harold E. Fuller Lobby and on the Polar Express stage as assigned on a first-come, first-served basis.
- 10 Signature trees available
- Sponsors decorate a Museum-provided tree. (Sponsors may also provide their own tree.)

Guidelines/Housekeeping:

- Please submit sponsorship reply form by noon on Tuesday, November 1, 2022.
- Set up is between Monday, November 7 and Tuesday, November 15, 2022, during regular Museum hours of 9am to 5pm. Decorating appointments are appreciated.
- Please remove your decorations between Monday, January 2 and Friday, January 6, 2023, during regular Museum hours of 9am to 5pm. Removal appointments are appreciated.
- All decorations, lights and indoor/outdoor 8-10 ft. extension cords provided by sponsors.
- Each tree must have lights, a tree skirt and tree topper provided by sponsor.
- All trees must be properly secured.



National Railroad Museum®

Federal Tax ID 39-6031429



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Sponsorship Reply Form

(Please submit by noon on Tuesday, November 1, 2022)

Full Company Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____ Email _____

Decorating Date (required) _____ Time (required) _____

Set up time is between Monday, November 7 and Thursday, November 15, 2022, during regular museum hours of 9:00 a.m. – 5:00 p.m.

Take Down Date (required) _____ Time (required) _____

Take down time is between Monday, January 2 and Friday, January 6, 2023, during regular museum hours of 9:00 a.m. – 5:00 p.m.

Please send an invoice Check enclosed (Made payable to National Railroad Museum)

ORNAMENT - \$30.00

Ornaments are a wonderful choice for those who may not wish to decorate an entire (individuals, businesses, or groups). The sponsor will provide an ornament to use, and the tree will be decorated by Museum staff and displayed in the Deluxe-level lobby area.

STANDARD TREE - \$75.00

Standard Trees are located between the Dwight D. Eisenhower locomotive and Union Pacific “Big Boy” in the Museum’s Frederick J. Lenfestey Center as assigned on a first-come, first-serve basis.

DELUXE TREE - \$100.00

Deluxe Trees are in the Museum’s Harold E. Fuller Lobby, Harold E. Fuller Hall Gallery, Bauer Drumhead Gallery, or Frederick J. Lenfestey Center as assigned on a first-come, first-serve basis.

SIGNATURE TREE - \$150.00

Signature Trees are located prominently in the Museum’s Harold E. Fuller Lobby and on the Polar Express stage as assigned on a first-come, first-serve basis.

* All decorations, lights and indoor/outdoor 8-10 ft. extension cords provided by sponsors.

* Each tree must have lights, a tree skirt and tree topper provided by sponsor.

* All trees must be properly secured.

If you wish to book a tree or ornament, please return this form via mail to the National Railroad Museum, Attn: Events, 2285 South Broadway, Green Bay, WI 54304. You can also feel free to call (920) 437-7623 x 119, or e-mail Events Coordinator Liz

Van Pay at lvnpay@nationalrrmuseum.org.