



The Prescott Valley Arts and Culture Commission is sponsoring the 16th Annual Winter Tree Display at the Civic Center & Prescott Valley Public Library!

**On Display: Friday, December 1, 2017
through Tuesday, January 2, 2018**

Join us in celebrating the 16th Annual Create-A-Tree Art Exhibit. There will be much merriment around as we kick off the winter season with the lighting of the Prescott Valley Civic Center, the Winter Light Parade and the Create-A-Tree display. **Applications are due by November 17, 2017. All applications received after this date will be considered based upon available space.**

This is a great way to promote your group or organization and help decorate the Civic Center and the Prescott Valley Public Library. Be creative and showcase your artistic flair by building your tree from Non-Traditional, Non-Denominational, and Non-Flammable materials! **There are no entry or admission fees for this festive program.**

The mission of the Prescott Valley Arts & Culture Commission is to develop, promote, and support quality opportunities for all persons to participate in diverse art and culture activities by providing effective leadership and interaction with the community, its artists and cultural organizations, thereby enriching the lives of our citizens.

You can create a tree to decorate the Civic Center and the Prescott Valley Public Library in December all while publicizing your organization, school, or business. Trees of many shapes, sizes and themes are wanted for the display, which will be open for public viewing from **December 1, 2017 through January 2, 2018**. There is no fee to participate.

Creativity is encouraged! Your tree does not have to be green and have traditional decorations. Displays have been created from ladders, picture frames, books, and other business/organizational materials. This will be a showcase of community artistic talent that will complement the annual lighting display at the Civic Center.

Please note: All entries must be made from non-flammable materials. Because the Civic Center and Library are open public buildings, security of trees cannot be guaranteed. Please do not use decorations that are of significant personal or financial value. Your tree display is limited to the tree itself; side displays will not be accepted. No fresh cut trees allowed and no glass.

If you use lights, you must provide your own extension cord. Electrical outlets are limited and not guaranteed; applications are accepted on a first-come, first-served basis, be sure to make note on your application form if electricity is needed.

If you are interested in participating, please complete and send the attached application form by Friday, November 17 to:

Hope Hooper, Parks & Recreation
C/o Create-A-Tree
7501 E. Civic Circle
Prescott Valley, AZ, 86314

*Applications can also be faxed to 928-759-5505, or emailed to hhooper@pvaz.net.
Questions? Call Parks & Recreation at 928-759-3090*

Trees can be installed by the group or organization on Wednesday, November 29 or Thursday, November 30 between Noon and 7:00 pm, and are to be removed no later than Tuesday, January 2 by 5:00 pm.

***The Town of Prescott Valley reserves the right to refuse any display.
Please keep this information for your records.***

16th Annual Create-A-Tree Application

(Incomplete forms will not be accepted)

Title of Tree (needed for display sign): _____
(can be a title, theme or name)

Name of Group, Person or Organization (needed for the display sign): _____

Brief Description of Tree (can be continued on reverse): _____

Contact Person's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone : (____) _____ **E-mail address**: _____

Approximate tree height: _____ and width: _____ Electricity needed? Yes ____ No ____

- *I understand that all possible efforts will be made regarding security of my tree.*
- *I release the Town of Prescott Valley from responsibility in the event of fire, theft, or damage.*
- *I also agree that our (my) tree will be constructed with Non-Traditional, Non-Denominational, and Non-Flammable materials.*
- *I agree to install the tree on Wednesday, November 29 or Thursday, November 30, 2017 between the hours of noon and 7:00pm, and to remove the tree no later than Tuesday, January 2, 2018 by 5:00pm.*

Signature: _____ Date: _____

Participants will be selected on a first-come, first-served basis. Applications will be accepted through Friday, November 17. Applications received after this date may be accepted if space is available.

Completed applications can be submitted via:

Email: hhooper@pvaz.net

Fax: 928-759-5505

Mail: **Hope Hooper, Parks & Recreation**
c/o Create A Tree
7501 E. Civic Circle
Prescott Valley, AZ, 86314