



Cranberry Tree Gallery

Municipal Center
November 17 - December 31

We are pleased to announce the 9th Annual Cranberry Tree Gallery!

Non-profit organizations are invited to help brighten the Municipal Center and the coming holiday season, with a decorated tree representing your organization.

The goal of the Tree Gallery is to increase the awareness of non-profit organizations in our community. If your organization wishes to participate, please RSVP right away, but no later than November 3, to CommunicationsTeam@cranberrytownship.org or call 724-776-4806 x 2200. Please send an electronic copy of your organization's logo, address, website, and phone number, so we may produce and post a sign for each organization.

Space is limited, so an early response is recommended. **Tree placement will be made on a first come/first served basis regardless of past participation.**

Tree Gallery Guidelines

Artificial- no live trees

- Trees – 6'-7' feet high
- Attach tree to a sturdy stand
- Trees less than 6 ft. – must be attached to a solid base no higher than 2 ft.
- Electricity is not available
- Please do not place items on the floor beneath the tree

Themed decorations- related to the mission of your organization

- Non-flammable
- Attach all decorations securely to tree branches
- Individual collection boxes cannot be accommodated- if your group wishes to reserve a collection bin (near Customer Service), please call Parks & Recreation at 724-779-4FUN (4386).

Placement & set up

- Locations will be determined on a first come/first served basis- floor plan will be sent on November 9 - prior to set up dates
- **Set-up between November 11 - 17 (before 5 pm) during Municipal Center hours** (Sat., 9 AM- 4 PM; Sun., 1- 4 PM; Mon.-Thurs., 7 AM- 9 PM; Fri., 7 AM- 5 PM; Santa's First Stop is Fri., November 17 and all trees must be ready before 5 PM.)
- Trees and decorations may be removed during Municipal Center hours, January 2-7.

We hope to see your nonprofit organization in the Cranberry Tree Gallery this year!

Sincerely,

Cranberry Township Communications Team & CTCC Board

