Chesterton-Duneland Kiwanis

October 15, 2026

Name and address of sponsor
(name and address will be inserted)

Re: Duneland Festival of Trees 2026

Dear Sponsor (actual name will be inserted),

Kiwanis will be sponsoring Festival of Trees again this year. It is in Thomas Centennial Park in downtown Chesterton with the trees along the pathway of the park. We are committed to the following:

Purpose:	To promote community spirit and raise awareness of our local merchants and community organizations.
When:	The trees will be up with the lights on and ready to be decorated on or before the Christmas Parade which is usually the day after Thanksgiving.
Where:	The trees will be in Thomas Centennial Park along the walkways in the park.
Why:	Duneland-Kiwanis supports the organizations on the attached sheet.
Advertisement:	We will advertise Festival of Trees on the Town of Chesterton Facebook page.
Thank you letter:	There will be a Thank You letter to all of the sponsors on the Town of Chesterton Facebook page after the event.
Additional Option:	We will decorate the tree for you, for an additional fee.
Please:	It is very important to the integrity of the project that all the lights are the same. Please don't alter the tree lights. When you take down the decorations in January 2027, please leave the lights on the tree.

Helpful Hints: I use a light weight floral wire to attach ornaments to the trees. This secures the ornaments from being blown away by the wind. I attach the wire to the ornament indoors and then attach the ornaments to the trees outdoors.

Please email us your company logo that I can use to put a sign in the information box beside your tree. Send to sphilbrick@yahoo.com

The information box beside your tree is 8x11". So, the documents you put inside the information box need to be smaller.

The trees will be of the evergreen variety, provided by Chesterton Feed and Garden. Each tree will come with lights, a placard and a literature box. The sponsoring organization will decorate the tree or we will decorate it for you, for an additional fee.

The fee will the $175.00 per tree if you decorate it. If you want us to decorate your tree, the cost is $225.00

I enclose information about the event, along with an application form. If you are interested in sponsoring a tree this year, please fill out the application and return to me.

Thank you for your consideration.

Sincerely,

Suzanne Philbrick
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