

Tioga County Historical Society & Museum

(607) 687-2460 (Museum)

(607) 687-2957 (Gae Crosby, O'T Chair)

## ***2009 O'Tannenbaum Holiday Showcase Participation Form***

Sneak Peak Week: Sunday, November 8 through the official Opening on Saturday, November 14

Silent Auction runs until Friday, December 18<sup>th</sup> at 9 p.m. (Rain Date: Sunday, December 20<sup>th</sup>).

*Please print*

Name \_\_\_\_\_

If a business is listed above, please provide a Contact Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ e-mail \_\_\_\_\_

Note: Can we send you this form next year by e-mail to save us postage? ( ) Yes ( ) No

**The museum will provide you with a tree or wreath free of charge or you may provide your own:**

*Check one:*

**Please reserve a ( ) 2 Ft Tree ( ) 3 Ft Tree ( ) 6 Ft Tree ( ) Wreath time**

Note: These are all artificial due to the length of time our event runs and for safety reasons we prefer not dealing with living trees or wreaths.

( ) I will provide my own Artificial \_\_\_\_\_ foot Tree. ( ) I will provide my own Artificial Wreath.

### **Donations other than Trees and Wreaths**

*(Check one):*

( ) I will provide a handcrafted item, photograph, or piece of art.

( ) I will provide a gift basket to be raffled or auctioned.

( ) I will create \_\_\_\_\_ (#) ornaments and donate them to the museum's gift shop to sell.

( ) I would like to make a donation to help fund your non-profit museum.

- make checks payable to "TCHS O'Tannenbaum Holiday Showcase" (or "TCHS O'T Showcase")

**Please provide a title for your item for our Visitor's Handout. Please make it Brief (30 or under spaces)**

\_\_\_\_\_  
( ) I will decorate my tree at the museum between 10 am and 4 pm on November \_\_\_\_\_, 2009.

( ) I wish to place advertising near my item.

( ) I understand this donation may be tax deductible. *Note to Participant: You must list the value of the item(s) being donated here if you require a tax letter: \$ \_\_\_\_\_.* The amount should not include the value of the tree or wreath we give you to decorate.

-- We appreciate you picking up your tax receipt when you drop off your auction item. This will save our non-profit organization postage and assure that you receive the tax letter in a timely fashion.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return completed form to: TCHS Holiday Showcase, 110 Front Street, Owego, NY 13827**

*Special Instructions or a message for the Museum? Use the back of this form. We encourage you to write a brief paragraph or two about your item, who decorated it, description of what's on it or in it, or any greeting you wish to extend the public. We will type this up & put it near your tree for all to read. We believe this personalization will bring more interest to the exhibit. We are also keeping statistics on how many people were involved in the decoration of the tree, wreath or other item (either by contributing to it or actually hands on). Enter that number here: \_\_\_\_\_.*

# O'Tannenbaum Frequently Asked Questions (FAQ's)

**Q: What is O'Tannenbaum?**

A: O'Tannenbaum is our non-profit museum's largest annual fundraiser. Artificial trees (and wreaths) are provided free of charge to any business, organization or individual wishing to participate. Participants provide the decorations and lights and decorate the tree (or wreath) then donate it to the museum for a silent auction to benefit the museum. The auction runs from the second week in November to approximately one week prior to Christmas (in 2009 that would be November 8 to December 18). There is no fee charged to the public for attending this beautiful exhibit of trees. O'Tannenbaum is now in its 7<sup>th</sup> year (8<sup>th</sup> if we count the year it was not referred to as "O'Tannenbaum"). We are proud to say it has become one of Tioga County's largest Holiday events, drawing thousands from Tioga and surrounding counties.

**Q: If I chose to participate, when can I get my free Tree or Wreath to decorate?**

A: The Trees and Wreaths are available now. Fill out the Participation Form and return it to obtain your tree or wreath beginning in October. You have a choice of 3 sizes of trees: 6 ft -- 3 ft -- 2 ft. (Place your order early to assure you get the size you prefer). We have several Wreaths in storage but may have to refurbish this supply if demand is great).

**Q: Can I use my own Tree or Wreath?**

A: Absolutely. We encourage this to cut down on museum expenses for the event. Your tree can be any reasonable size but Please make it artificial for safety reasons & longevity (our event goes on for more than a month indoors)

**Q: Are there any restrictions on what I can use to decorate?**

A: Lights must be UL Approved and in safe working order. Do not use highly flammable ornaments. Candles not allowed.

**Q: Do you only accept Trees and Wreaths?**

A: No. Although these are the main focus, we accept baskets for auction or raffle items, handcrafts, art, services, etc.

**Q: When does the museum need my decorated tree, wreath, or other item?**

A: Anytime after November 1 (preferably before November 8. Your item can be dropped off during museum hours (Tuesday through Saturday, 10 am to 4 pm). Items must be received before noon on Friday, November 6 to be guaranteed mention in the Sneak Peek handout November 8<sup>th</sup>. The official opening coincides with activities in town (Saturday, Nov, 14<sup>th</sup>

**Q: Can I decorate my tree at the museum?**

A: Yes. And, if you tell us on the Participation Form which day you plan to decorate, we will have the tree set up for you when you arrive. If museum hours (10 am to 4 pm, Tuesday through Saturday) are inconvenient for you, please call O'Tannenbaum chairperson, Gae Crosby at (607) 687-2957 to make other arrangements.

**Q: What is the latest date I can give the museum an item for the O'Tannenbaum Holiday Showcase & Auction?**

A: It is never too late to submit an item for the auction, but the sooner the more viewing and bids your item will receive.

**Q: Will I receive a Tax Letter (receipt) from the Museum for my cost?**

A: Yes but you must list the value of the item on the Participation form. You can pick up your tax letter when you drop off your item. This will assure your receipt in a timely manner plus it saves us postage.

**Q: Will the museum extend its hours for the holidays?**

A: Yes. Tentatively, we plan to extend our hours from the day after Thanksgiving thru December 18 to Fridays (10 am to 8 pm); Saturdays (10 am to 6 pm) and Sundays (noon to 5 pm). Until then regular hours prevail (10 am to 4 pm Tues-Sat).

**Q: What activities are going on at the museum during O'Tannenbaum?**

A: -- Creative Activities for Children on Saturday's in December  
-- Date To be announced: Santa Visits Candy Land  
-- Sunday, November 8 – 14: Sneak Peek Week (Noon to 5 pm Sunday; 10 am to 4pm Tues – Friday; 10 am to 6 pm Saturday)  
-- Monday, November 16: By Invitation Only – Participant's Reception – 6:00 pm to 9:00 p.m.  
-- Saturday, December 5: We're on the Tioga County Council of the Arts Tour  
-- Sunday, December 6: Children's Annual Cookie decorating and Story Telling Time -- 2 pm to 4 pm  
-- Friday, December 18: Last Chance to Bid and/or see the auction trees) – Museum open 10 am to 9 pm. Snow Date will be Saturday, December 19<sup>th</sup> or Sunday, December 20<sup>th</sup> (this date to be announced at a later date).  
-- Through December 19th: Santa Letter pickup in Candy land. Santa will respond to requests put on his Special Form letter & dropped in this Candy Land mailbox).

**Q: What recognition or advertising do I receive?**

A: Name on handouts; name on website and on your tree (or on other donation); you may put your business cards, advertising brochures or coupons near your item. We also receive publicity where many of our participants receive recognition. Sponsors receive additional exposure; call Gae Crosby at (607) 687-2957 (or [gcrosby@stny.rr.com](mailto:gcrosby@stny.rr.com)) to talk about Sponsorship.

**Q: If I have additional questions, who should I call?**

A: Museum (10 am to 4 pm Tuesday-Saturday; 687-2460; or Gae Crosby (anytime) at 687-2957 or [gcrosby@stny.rr.com](mailto:gcrosby@stny.rr.com)