



Kankakee County Museum

801 South Eighth Avenue

Kankakee IL 60901

(815) 932-5279

41st Annual Gallery of Trees

- The 2019 theme, ***It's a Magical Christmas***
- Your theme: Your theme is to choose a Disney Movie from the list enclosed. First come first served while paying for your tree for 2019.
- Make a choice of theme and it will be yours.
- The G. of T. committee decided on this course so that we wouldn't have 3 trees with the same theme. Choose early to get your theme.
- Trees must be with the theme:
 - No Mickey or Minnie Mouse can be used
 - You cannot have the word Disney in the name of your theme
 - This will be a *Magical Christmas* for the 2,000 children who come from the schools each year

Important Dates

- The Gallery of Trees Preview Party will be held Friday, November 30, 2019. Kankakee County Historical Society members and their guests enjoy a night of kicking off the holiday season at the museum. (**Your organization will receive one free ticket** with the option to purchase additional tickets.) Hours are 5:00 p.m. - 8:00 p.m. Ticket must be paid in advance. No tickets at the door.
- The 2019 Gallery of Trees will open to the public Sunday, December 1, 2019 at 1:00 p. m.
- The museum's hours during the month of December are Monday-Friday 10:00 a.m.-4:00 p.m. and Saturday-Sunday 1:00 p.m.-4:00 p.m. The museum will be closed Christmas Eve, Christmas Day, and New Year's Eve.
- The last day the 2019 Gallery of Trees will be open to the public is December 30, 2019. All votes will be counted at the end of the day.
- The museum will be closed to the public November 14, 2019 until November 30, 2019, for Tree decorating. The closed sign will be there but the museum is open for decorating.
- Tree locations will be selected by a representative of your organization on Thursday, November 14, 2019 at 9:00 a.m. If you do not attend, your tree will be chosen from you from the G. of T. committee.
- **Trees may be decorated between 9:00 a.m. and 4:00 p.m. on November 14, 15, 18, 20 – 22, 25, 26.**
- We are also opening the museum for decorating on ***Saturday, November 16, from 9:00 a.m. - 1:00 p.m. *We have late decorating on November 19, from 10 a.m. – 7 p.m.**

- **Tree decorations are to be removed** between 8:00 a.m. and 4:00 p.m. **January 2nd & 3rd, 2020**

Decorating Guidelines

- A 7' artificial tree will be provided to you. Once selected, the tree must stay in its original location. You must supply your own lighting. No candles or organic material is permitted including: dirt, hay, straw, food, or live foliage.
- **Decorations are limited to the actual tree and area immediately under the tree – no props or tables.**
- The museum cannot be responsible for lost or broken ornaments, or other materials associated with your tree or display area.
- Signage that is to be placed under the tree will be provided by the museum.
- Any questions should be directed to the museum's Executive Director, Connie Licon or Office Coordinator, Alyssa Blanchette
- Tree decorations are voted on in 3 categories (adult and children votes)
 - **First Prize** **\$100**
 - **Second Prize** **\$ 50**
 - **Third Prize** **\$ 25**

Volunteers

- We need volunteer assistance for the great number of visitors visiting the Gallery of Trees each year. This is to man the front desk and make sure everyone signs the guestbook and to also help sell raffle tickets. Your assistance is greatly appreciated. If you cannot make the time you signed up for please contact your organization and find a replacement for the shift. Shifts are 10 – 1, 1 – 4.
- During the tree set up we ask for volunteer names and dates they can assist.
- We ask that each organization give **two dates to volunteer**.
- The office coordinator will be taking dates and times at 815-932-5279.

Gallery of Trees participant information can also be found on the Museum website
www.kankakeecountymuseum.com.

Thank you everyone for participating!!! 2019 will be a Spectacular Year! If anyone of you would like to be on the G. of T. Committee next year just sign up with Alyssa Blanchette in the office.