

Sponsorship Reply Form

(Please submit by noon on Friday, November 6, 2020)

Full Company Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____ Email _____

Decorating Date (required) _____ Time (required) _____

Set up time is between Monday, November 9th and Thursday, November 12th, 2020 during regular museum hours of 9:00 a.m. to 4:00 p.m.

Take Down Date (required) _____ Time (required) _____

Take down time is between Monday, January 11th and Thursday, January 14th, 2021 during regular museum hours of 9:00 a.m. to 4:00 p.m.

ORNAMENT – \$20.00

- The Museum can provide a handwritten ornament or the sponsor can choose a specialty ornament to use. The tree will be decorated by Museum Staff.
- Tree will be located in the Museum's premium level Museum Lobby area.
- **100 ornament slots are available**
- If a specialty ornament is decided upon, please bring it to the museum during decorating times. Specialty ornaments must be picked up at the end of the event by the sponsor.
- Specialized ornaments to be no larger than 3 inches in height and width. (Larger ornaments will not be added to the tree.)

STANDARD TREE – \$50.00

- All Standard Trees are located between the *Dwight D. Eisenhower* locomotive exhibit and *Union Pacific Big Boy* in the Museum's *Frederick J. Lenfestey Center* as assigned on a first-come, first-served basis.
- **40 trees available**
- Sponsors decorate a Museum provided tree. (Sponsors may also provide their own tree in place of a Museum tree.)

PREMIUM TREE – \$75.00

- Premium Trees are located prominently in the Museum's, *Harold E. Fuller Lobby*, *Harold E. Fuller Hall Gallery*, *Bauer Drumhead Gallery*, or *Frederick J. Lenfestey Center* as assigned on a first-come, first-served basis.
- **20 trees available**
- Sponsors decorate a Museum provided tree. (Sponsors may also provide their own tree in place of a Museum tree.)

****All decorations, lights and indoor/outdoor 8-10 ft. extension cords provided by Sponsors.**

****Each tree must have a tree skirt and tree topper provided by sponsor.**

Please send an invoice

Contact:

Hailey Diny - Events Coordinator
(920) 437-7623 ext. 23

Fax 920-437-1291

hdiny@nationalrrmuseum.org

2285 South Broadway Green Bay, WI 54304

Fed. Tax I.D. 39-603142

Check enclosed made payable to:
National Railroad Museum