



## New Tree and Ornament Purchase Order Form

You may honor a loved one by purchasing a tree or ornament for this beautiful holiday festival. Names can be in memory of a loved one or honoring children, parents, spouses, pet, businesses, etc.

### Sponsor Information:

Date: \_\_\_\_\_ 20\_\_

Sponsor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# of \_\_\_\_\_ : **Lighted Tree** \$40.00 each

# of \_\_\_\_\_ : **Ornament** \$10.00 each

(For multiple trees or ornaments, please use the back or another form)

**Tree Information Pick one:** (The following information will appear on a sign, please print legibly.)

**Locations** (Choose 1):  Recreation Center  Butler Haynes Admin Bldg.  Reader Park

**Select one:**

In Memory of: \_\_\_\_\_

In Honor of: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_

**Ornament:** (Please keep in mind there is limited spacing on the 6" ornament).

Memorial Tree  Military Tree **Branch of Service:** \_\_\_\_\_

Message: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Total Amount Paid: \$ \_\_\_\_\_

Cash  Check #: \_\_\_\_\_  CC#: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*COPY FORM FOR SPONSOR  
ORIGINAL FOR HOLLIS PARK USE*