

THE ROTCH-JONES-DUFF HOUSE & GARDEN MUSEUM

October 19, 2018

Dear Friend:

The Rotch-Jones-Duff House & Garden Museum (RJD) is delighted to invite you to participate this year by donating a decorated tree or wreath to our Holiday Tree Exhibition. While new to the RJD, exhibitions like this are often very popular with the community and we too expect crowds during the run of the show and at our special events.

The Holiday Tree Exhibition will run Friday, November 30 through Sunday, December 9, 2018.

Your donation of a holiday tree or wreath helps make the event a success while supporting this National Historic Landmark. Each submission is offered for sale during the exhibition with proceeds supporting mission-driven programming at the RJD. The trees and wreathes decorate the mansion and remain on display for visitors to enjoy for the duration of the event. Proceeds from admissions during this time also provide financial support for the RJD. A select number of trees will also be accepted with 100% of proceeds being returned to the contributor's cause of choice.

We encourage people to submit within the themes, but any design will be considered. The attached Contributor Information Sheet provides some creative suggestions and an explanation of the categories and requirements. Please review this sheet closely before submitting your application.

All donations will be displayed with a sign acknowledging your contribution. In addition, you are also provided general admission tickets to the exhibition (four passes for trees 4' and taller, two passes for all other items; school groups admitted free). School groups submitting a donation will receive a packet of passes admitting one family per student participant (limit 15 per donated item). The RJD also extends an invitation to participants to attend a **Holiday Tree-View Party to be held at the museum on Thursday, November 29, 6 – 8pm**. Two discounted tickets will be available per contributed item, at \$40 per ticket.

Please respond by returning the enclosed contract no later than October 31, 2018. Participation in *the Holiday Tree Exhibition* is on a first come, first served basis. We will do our best to accommodate as many donations as possible, but cannot guarantee your donation's placement in the event due to our limited space. Responses to applicants will be made by November 5.

If you have any questions regarding your donation, please contact Dawn Salerno, Executive Director. dsalerno@rjdmuseum.org or (508)997-1401.

Help make the 2018 season something gorgeous, glittering and as grand as the mansion itself. Please join us!