

2025 Holiday on the Bay ~ Bay St. Tree Decoration Contest

Port Orchard Waterfront Alliance/City of Port Orchard


PLEASE READ: Details/Requirements:


 **Reservations accepted starting August 25th** at


<https://portorchardwa.municipalonlinepayments.com/portorchardwa/easypay/9f9XZXS7B0S6b0sYldzpCA/tree-decorating-contest>, no application is needed if you apply online. OR use attached from below and mail with check to Jenine Floyd, City of Port Orchard, 216 Prospect St. Port Orchard WA 98366. You can email application to cityhall@portorchwardwa.gov as well.


 **Reservation is not complete and planter choice not secured until payment is made.**


Select planter number from planter map including 2nd and 3rd choices. You are not automatically signed up for a tree or have not reserved a tree just because you have sponsored a tree or that planter before. Your choice of planters cannot be guaranteed. Please do not move or shift planters *and do not switch to an undecorated planter*. Fee to adopt is \$55 payable to the City of Port Orchard. (3% fee for credit card)

 **Trees must be decorated as Christmas trees**, please no commercial/business or organization themed trees. No giving or charity trees. There is no theme per se other than 'Holiday on the Bay'. Your tree can be Christmas whimsical, traditional, historical, but not a commercial advertisement. You can incorporate something about your business or organization but please make it a cheery, bright, fully decorated and well lit Christmas tree! *This is a slight change from years past. This is part of our effort to make downtown very Christmasy/Holiday feeling.*


 **NEW!!** The City recommends Tree Adopters water the planter dirt around the tree trunk thoroughly after decorating and if possible water at other points during December --helping to keep the tree fresher.


 **LED lights or battery lights are REQUIRED.** All trees MUST have lighting. Trees are most successful with lots of lighting, lots of ornaments – bold, big and colorful, lots of garlands and decorations!


 The City and POBSA do not accept liability for any lost or stole decorations. We strongly recommend you wire decorations, garlands etc. to tree. This is the best way to avoid theft or vandalism.


 Prizes will be awarded in the following categories: Best Traditional, Best Whimsical, Most Beautiful and Overall Best in Show. Additional acknowledgement and recognition will be given to sponsors.

Timeline:

 **City will place trees in sidewalk planters November 10th-12th, 2025.** Signs indicating business/organization or individual names of sponsors will be placed in planters at that time.

 **Decorating will take place November 14 through the 28th. Your tree MUST be completely decorated no later than November 28th.** There is always a waiting list and if you cannot or do not decorate your tree, please, let us know so we will go to our wait list for other potential tree sponsors. City will provide extension cords. **Please end your lighting towards the top of the tree for easier plug in to extension cords.** When you have completed decorating your tree, send an email to cityhall@portorchwardwa.gov indicate your tree number and that you are ready for electrical hook up.

 Trees will be judged by independent judges after November 28th. Winners will be announced at the Holiday on the Bay event Saturday December 6th at approximately 6 pm.

 Please remove all decorations and lighting **AFTER** January 2nd but **NO LATER** than January 7th. Do not remove tree. City will remove trees and recycle trees. *If you do not remove your decorations by then the City will dispose of them.*

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Bay St. Tree Sponsorship Reservation

Your Name/Sponsor Name_____

Name to be listed on Planter (Business or Organization or Individual/Family)

Email (**required**)_____

Phone_____

1st Planter Choice #_____ 2nd Planter Choice #_____ 3rd Planter Choice#_____

🌲 I have read and accept the details/requirements and timeline on previous page. 🌲

Signature:_____

Payment by cash or check made out to City of Port Orchard.

Payment date received_____

