

Participating Location 2017

Participating Location:

Contact:

Phone: Cell Phone:

Email:

Physical Address:

Website:

Facebook: Yes No

Restrooms: Yes No

Handicap Accessible: Yes No

Parking for Trolley Riders: Yes No

Food: Yes No

**Location Description**

*This is your opportunity to “sell” your location; please include any food options in the description. Brochure space is limited, please try to keep your descriptions brief (under 115 words). Descriptions will be posted as written on the website but may be altered due to brochure space limitations. If the description needs significant editing for space, you will be notified.*

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**Participant Fee: $350**

**Checks Payable To:**

**Sutton Chain of Lights**

**7 Douglas Pike**

**Sutton, MA 01590**

**Please Note:**

* **Each stop must designate a “trolley greeter,” the individual responsible for welcoming the trolley and assisting trolley guests at your stop. Information packets for the greeters will be sent to the site contact prior to the event.**
* **Please send an email confirming your participation to** [**suttonlights@gmail.com**](mailto:suttonlights@gmail.com) **by August 15, 2017 to assist with planning routes and recruiting new stops.**
* **Descriptions and Payment in full must be received no later than September 1, 2017 to be included in the printed brochures, no exceptions.**

Trolley Stops

* The above participant forms must be completed in full in order to be entered into the brochure. Your stop description should be short and concise.
* The greeter is responsible for guiding visitors off the trolley and to your stop. The greeter should also coordinate with the trolley riders, radio operators, and drivers to keep the trolleys running on time, on route, and safely. Information packets will be sent to each site contact to be shared with greeters and any applicable staff members/volunteers.
* The Sutton Chain of Lights is an opportunity for our community to showcase our businesses, churches, and organizations together. We must all view the event as a whole community. New participants (and existing stops looking to make changes) are encouraged to review the past year’s brochure to how their stop would be best suited to enhance the overall event.
* Your stop will be added to the routes based on geographical location and the trolleys ability to handle the roads around your stop. Any specific instructions for the trolley driver should be sent to the event coordinator prior to the event.
* The event runs from 10am-4pm, with the last trolley coming by your stop between 3:30-4pm. Please note if your stop will not be open during the entire event.