

THE SUTTON CHAIN OF LIGHTS WILL BE HELD ON SATURDAY DECEMBER 3rd, 2022
we know that it is still early, but part of hosting a successful day for everyone begins with knowing who is participating and what their theme for this year will be.

We ask that you return these forms to us as soon as possible and no later than August 31, 2022

EARLY BIRD DISCOUNT \$300 IF PAID BY JULY 1st, 2022

Participant Fee: \$350 – Checks Payable Checks Payable To:

Sutton Chain of Lights

556 Central Turnpike

Sutton, MA 01590

EIN # 83-4528203

(for tax purposes)

Participating Location Name _____

Contact: _____

Phone: _____ **Cell Phone:** _____

Email: _____

Physical Address: _____

Website: _____

Facebook: YES NO

Instagram YES NO

Restrooms: YES NO

Handicap Accessible: YES NO

Parking for Trolley Riders: YES NO

Food: YES NO

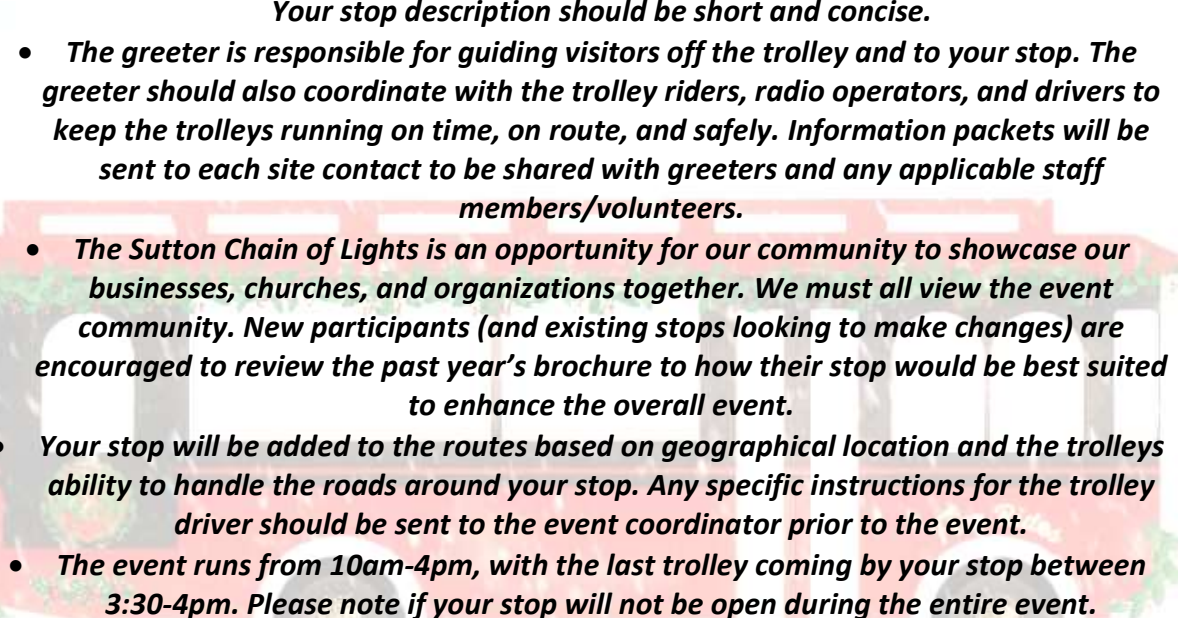
Themes - We are encouraging each stop to pick a Christmas/Holiday Theme, we need to keep each participant's theme diverse so that we do not have duplicate themes/characters. If you wish to list your themes (i.e. – Sleigh Bell Farms – Santa Clause) Please list characters and or theme

In case of duplicate themes or characters we reserve the right to notify you that you may need to change your theme or character selection.

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.

Trolley Stops

- ***The above participant forms must be completed in full to be entered 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 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.***
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Please Note:

- **Trolley greeters are vital to your stop, many guests who join us for the Chain of Lights are not from this area. To make this more enjoyable for them and successful for you. Please have a dedicated “trolley greeter” to welcome the trolley and assist the guests by describing what is available to them at your stop. We supply information packets that will inform the greeters of trolley schedules, trolley stops and what is going on throughout the day. Not only is the greeter essential for your stop, but they can also be very helpful by answering questions and assisting guests in getting to other stops.**
- **Please send an email confirming your participation to suttonlights@gmail.com by August 15, 2022 to assist with planning routes and recruiting new stops.**
- **Descriptions and Payment in full must be received no later than August 31st, 2022 to be included in the printed brochures, no exceptions.**

Any questions or concerns, feel free to call anyone of us

The Sutton Chain of Lights Committee

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Craig Shea 774-280-4158

