**HOW IT WORKS**

The “rules” are simple. Make and donate a functioning ornament that can practically hang from a hook without much difficulty.

**Size restrictions are a maximum of 10” in any direction.** Again, this in theory will hang festively on a tree, rearview mirror, a hook in your hallway in need of adorning — whatever you like.

**The ornament must have a means to hang when submitted.** You don’t want anyone of us deciding where a hook should be placed or how it should be hung.

Outside of that, interpret the ornament how you see fit. Diversity is key and half the fun is seeing how an ornament is realized by vastly different creative minds. All local artists are welcome to contribute.

Submit your donation by mail or dropoff to Waterloo Arts Gallery. Deadline is November 18th, emergencies no later than November 22nd. (Now you see why we’re talking xmas early? You need some time to get to it — and deadlines approach fast!)

All event proceeds will go to support the Waterloo Arts Community Programs. To learn more about these great programs, please visit: www.waterlooarts.org

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**WHERE/WHEN**

Submissions can be mailed to:

Waterloo Arts Gallery  
15605 Waterloo Rd, Cleveland, OH 44110  
(216) 692-9500

Drop offs can be made during the weekend hours of 12pm - 4pm  
Contact info@waterlooarts.org if alternate arrangement are needed.

Submission deadline by November 18th.  
Absolute, have-to-stretch-it deadline is Nov 22.  
No submissions can be taken as of December 1st.

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**EVENT OPENING PARTY**

Friday, December 6th at Waterloo Arts  
6:00 - 9:00 pm; open to public

There will be a fantastic assortment of free food from local vendors as well as a cash donation bar serving beer and wine.

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**SPONSORS**

Anyone wishing to co-sponsor the event may submit a financial gift by contacting Amy Callahan at info@waterlooarts.org  
Event sponsors will be featured in print materials and any space-allotted online materials.

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**EVENT TIERs**

**Tier 1 - Gift of $50**

Printed name in text on full size promotional materials  
(website, donor lists on display the night of event)

**Tier 2 - Gift of $150**

Logo on full size promotional materials  
(website, posters, donor lists on display the night of event)

**Tier 3 - Gift of $1,000**

Full event co-sponsorship with company logo “presented by” on all promotional materials  
(website, posters, donor lists on display the night of event)

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**TREE SPONSORING**

Looking to up the presentation ante? Stand out from the crowd? Guilt fellow coworkers into making an ornament suite? Sponsor a tree! For an additional monetary donation, you or your company/organization can sponsor 1 of 5 trees at the event. They will be strategically placed amidst the gallery and will add greater attention to the ornaments hung upon their light-bedecked branches.

Your name will be featured in a large display at the base, proudly and festively portraying your additional contribution.

**Tree Sponsor - Gift of $500**

If you or your company is interested in sponsoring a tree, please respond to Amy Callahan at info@waterlooarts.org

And that’s it! We hope to see you all on December 6th!

Sign up for reminders, FAQ, and get our event updates at www.waterlooarts.org!