

The Chair of the Broad Street Decorating Chair is responsible for getting members to volunteer to create evergreen wreaths for the doors of the homes on Broad Street. "The decorating of Broad Street is the Guilford Garden Clubs' gift to the town".

### Responsibilities:

1. Encourage garden club members to sign up to decorate a door(s) with a wreath or swag.
2. Provide a sign-up sheet at both the October and November board and general meetings (see attached sign-up sheet showing the list of homes with owner(s) names and addresses and any special requirements, e.g. two wreaths required for double doors, etc.) Additionally, a current picture of each house door will be with the sign-up sheet.
3. In late October or early November, send a letter to each homeowner on Broad Street (see attached letter).
4. Prior to sending the letter, check that current homeowners have not changed from previous year. This can be achieved by:
  - Town Hall records
  - Yellow pages.com
  - Call the owners
  - If all else fails, call the next door neighbors.
5. Personalize letters to each homeowner on Guilford Garden Club stationary including the name and address as well as their first names, if known. This information, saved on your computer, can be used to make changes to dates, etc. as needed. Include your name, (Guilford Garden Club Door Chair), address and phone number at the bottom of the letter for

homeowners to have a point of contact. You will most likely receive up to a month or two after the wreaths have been placed on the door.

6. Forward checks, with any letter received from the homeowners to the treasurer; report any comments at the next board meeting; request corresponding secretary to promptly send note thanking homeowner for their donation, and also for their continued support of Christmas on Broad Street.

7. Provide pictures of houses and doors at the workshop for club members who have volunteered to decorate a door or doors. This will help them in decorating their wreath(s) to match the house and door. Provide pictures for the Yearbook.

8. Remind volunteers that the wreaths will be viewed by most people from the sidewalk or street; therefore, the decorations must work from both up close, as well as from the street.

9. Verify that all wreaths have been made by Wednesday morning.

10. Remind each wreath maker that all wreaths must be hung no later than noon on Thursday. If a house has been renovated, they need to check with the homeowner as to how the wreath should be hung (heavy duty green floral wire is likely to be used to hang wreaths).

11. Provide assistance to any wreath maker experiencing problems with hanging their wreath(s).

Sample letter to Homeowners:

November 10, \_\_\_\_

Kenneth MacKenzie and Holly Robinson  
6 Broad Street  
Guilford, CT 06437

Dear Ken and Holly,

The Guilford Garden Club is busy preparing for our annual Holiday Boutique and the Candlelight Walk on Broad Street. We would like to express our sincere appreciation to you for allowing us to continue with this annual candlelight event.

Our work schedule will begin on Broad Street, Thursday morning. Roping will be placed on fences and mason jars with bows and candles will be tied on the trees. Holiday wreaths will be hung on doors and luminaries will be placed along the entrance to each home. The Candlelight Walk will be held on Friday, December \_\_ from 5:00pm to 9:00 pm the display is scheduled to remain until January \_\_. We would appreciate it if you would illuminate your doorway, with a spotlight if possible, and place a single candle in each window. This may help people walking by your porch to view the holiday wreath on your door. Police security will be provided during this Candlelight Walk.

This year, our Holiday Boutique will be one day only. It will be held on Friday, \_\_\_\_ from 10am to 7pm at Saint George Sullivan Center. A great selection of wreaths, holiday decorations, food and gifts will be available to make this holiday a special one. We are looking forward to this festive beginning of the season.

We are grateful for your support.

Sincerely,

Your name, address and phone number

P.S. Donations for our Broad Street project are very welcome.

Christmas on Broad Street - Homes that will have Wreaths

Address on Broad Street	Home Owner	Contact Number
#1	Mr. and Mrs. Frank Bia	203-458-9872
#6	Kenneth MacKenzie and Holly Robinson	203-453-4689
#22	Robert Sperry	203-453-3958
#29	Mr. Richard Lewis	203-453-3333
#34	Lucy Farrar	203-453-5404
#47	Mr and Mrs. Geoffrey Bye	203-453- 6968
#51	Ms. Georgeanne Campaigne	203-453-9927
#53	Ms. Georgeanne Campaigne	203-453-9927
#63	Mr. and Mrs. Patrick Smith	203-453- 0233
#65	Keith and Ginger Swartz	203-453-9662
#66	Mr. Robert Weber	203-453-6977
#71	Mr. and Mrs. Alexis Sommers (Pamela)	203-453-1530
#72	Ms. Ann Street	203-453-7319
#76	Ms. Tracy Calafiore	203-453- 9388
#77	Mr. and Mrs. Jefferson Freeman (double door)	203-453- 5505
#88	Pierce Realty	
#96	Anderson Wilcox	203-488-2055 Branford Office
#122	First Congregational Church (double door)	203-453-5249
6 Fair St. 1 Whitfield	Ms. C.B. Mermann New owner	203-453-9134