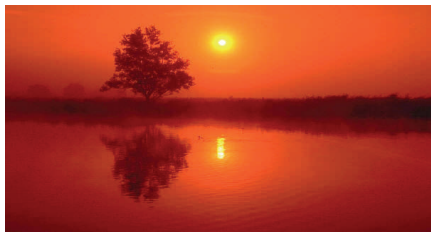


Fact Sheet

This program is designed to allow a private citizen either living within or outside the City of Willoughby to donate a tree which will be planted on public property in the City of Willoughby. The cost to participate in the program is \$225. The participant will in return receive the planting of a healthy tree which will be located on city owned property and a name plate which will be placed by the tree naming the individual so honored (The plaque will be guaranteed for replacement for one (1) year if lost due to theft or vandalism.) and a personal certificate which will be sent by the city to whomever the purchaser honors or desires to have notice of his/her contribution.

This order form must be received by the Parks and Recreation Department no later than September 1st for the tree to be planted in the fall of this calendar year. Forms accepted after this date will have trees planted the following year.



City Of Willoughby

City of Willoughby Parks & Recreation

Commemorative Tree Program



City Of Willoughby

2 Public Sq
Willoughby, OH 44094
440.953.4200
440.953.4204 fax
parksandrec@willoughbyohio.com

The benefits of parks and
recreation are endless...
And we can prove it

440.953.4200

440.953.4204 fax

City of Willoughby Commemorative Tree Program



The commemorative tree program is designed for those persons or organizations desiring to commemorate a particular event by planting a tree. Some of the events may include, but are not limited to: weddings, anniversaries, births, graduations, retirement, or death of a loved one. The cost includes a small plaque that will be placed by the tree (This plaque will be guaranteed for replacement for one (1) year if lost due to theft or vandalism) and a framed certificate for the person/family that the tree is being purchased for. All trees are planted in the fall by the Parks and Recreation Department.

This order form must be received by the Parks and Recreation Department no later than September 1st for the tree to be planted this calendar year. Forms accepted after this date will have trees planted the following year.

To order a tree you need to fill out the order form and drop or mail it to the Parks and Recreation Department located at 2 Public Square. If there are any questions, call 440.953.4200 or stop in the office between the hours of 7:30am–4:30pm Monday–Friday.

A name plate that will say In Honor of, In Memory of, In Recognition of, In Celebration of, will be placed by the tree once it is planted. This plate will be replaced for one (1) year if damaged or stolen.

The tree will be planted in Willoughby on public land including areas such as parks, traffic islands, or public building land. The commemorative tree may **not** be planted on residential property, businesses or other areas private in nature. The donor may request a particular planting site, which we will abide by if possible.

If you have any additional questions concerning the commemorative tree program or the current prices of the trees, please call the Parks and Recreation Department at 440.953.4200



City Of Willoughby

Commemorative Tree Order Form

Tree purchased by:

Address:

Phone: _____

Do you wish for a certificate to be sent by the city?

____ Yes ____ No

If yes, to what name and address:

Location of planting: (MUST BE A PUBLIC LAND, PRIVATE PROPERTY PLANTING IS PROHIBITED.) Contact us for suggestions and available areas.

First Choice _____

Second Choice _____

The City of Willoughby will attempt to plant all commemorative trees where requested, however in some more developed areas this may not be possible.

Wording on name plate should read:

___ In Honor of ___ In Memory of

___ In Recognition of ___ In Celebration of

Name _____

