

## Application

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President's Park  
c/o National Christmas Tree  
Music Program  
1100 Ohio Drive, SW  
Washington, DC 20242

Phone: 202-208-1631  
Fax: 202-208-1643  
Visit website:  
[www.nps.gov/whho](http://www.nps.gov/whho)

## INSTRUCTIONS

1. **How to fax:** Print this application, fill it out and fax it to 202-208-1643
2. **How to e-mail:** Visit <http://www.nps.gov/whho>, to copy this application, press "Ctrl- A" to select, press "Ctrl-C" to copy, open Microsoft Word, press "Ctrl-V" to paste, and be sure to save the application. After the application is filled out and saved, go to your mailbox and send the application to Jennifer\_Feeney@nps.gov as attached file. **Applications must be submitted by Friday, September 18, 2009.**

The information below will be printed in the program for the Lighting of the National Christmas Tree program. **Please OMIT long name of performing group.**

Name of Group

Location (City & State)

Director

Where should we mail your confirmation package once your group has been selected?

Name

Address

City  State  Zip

How can we contact you?

Phone #1  Phone #2

Email

Please type in performance date (i.e. Saturday, December 13) and check once for performance time. (Please pick three different dates)

1.   6 - 6:30 pm  7 - 7:30 pm  8 - 8:30 pm

2.   6 - 6:30 pm  7 - 7:30 pm  8 - 8:30 pm

3.   6 - 6:30 pm  7 - 7:30 pm  8 - 8:30 pm

# Musical Entertainment Policy

The National Park Service's National Christmas Tree Music Program at President's Park is intended to provide musical entertainment for park visitors during December on the Ellipse, where in celebration of the holiday season, visitors can observe the National Christmas Tree, visit assorted yuletide displays, and attend musical presentations. Park visitors come from diverse backgrounds and nations, and

include individuals, families, and groups, with ages ranging from the very young to senior citizens. Consistent with the Constitution's Establishment Clause and its mandate of government neutrality, which has allowed the placement of holiday secular and religious displays, the National Christmas Tree Music Program's holiday musical entertainment may include both holiday secular and

religious music. To ensure that any proposed music selection is consistent with the Establishment Clause, and presented in a prudent and objective manner as a traditional part of the culture and heritage of this annual holiday event, it must be approved in advance by the National Park Service.

**Please check this box that you have read the "*Musical Entertainment Policy*".**

## EQUIPMENT REQUESTS

Equipment is available on site. Please check it what you need.

Folding Chairs   
(MAX. 40 chairs) How many?

Music Stands

Choral Risers  
(There are  choral risers set up permanently on stage.)

Electric Piano  
(Full keyboard with 88 keys)

CD Player  Cassette Player

Microphone(s)   
How many?

(  : A professional sound technician will be available on site every evening to assist your needs.

Also, the evening's **TOASTMASTER** will be announcing your group, so please bring a short introduction about your performers.)

## Your "Holiday" Performance

Music selections/songs (Please limit your program to 30 minutes)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.