

# LCHC

## LOGAN COUNTY HISTORY CENTER

October 11, 2018

«AddressBlock»

Dear «First\_Name»,

The Logan County Museum would like to invite you to join us in celebrating *Christmas at the History Center* on **December 2<sup>nd</sup> & 3<sup>rd</sup>** and **9<sup>th</sup> & 10<sup>th</sup>** from **1:00 to 5:00 pm**. We look forward to seeing all the new and different ideas everyone comes up with for our trees and are sure this will be another great Open House.

If you are interested in decorating a tree in the Museum or decorating a room in the Orr Mansion, please call the Center at 593-7557 to **CONFIRM** your participation **by Friday, November 3<sup>rd</sup>**.

When you call, please let us know if you will bring your own tree or if you will need to use one of ours, and if you want an unlit, or a pre-lit tree with multi-color light or white lights. This will be on a first-come basis.

We request that you *do not use artificial snow or icicles* on your trees as they cling to clothing of passers-by and end up all over the Center. Also, please do not offer candy as we do not allow food (and sticky little fingers☺) in the Center.

The Christmas Committee will set up trees on *November 4<sup>th</sup>*. When you come to decorate, please enter through the Office to the left of the History Center's entrance (4 tall columns on the west side- by the parking lot) Monday through Friday 8:00-5:00. On weekends, please enter through the Center's entrance from 1:00-4:00.

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The **DECORATING times** before the open house weekends will be:

**November 5<sup>th</sup> - November 21<sup>st</sup>**

Monday-Friday 9:00 to 4:00 OR Saturday & Sunday 1:00-4:00

(NOTE: *the Office & Museum are CLOSED Nov 22-26 for the Thanksgiving Holiday*)

**AND/OR**

**November 27<sup>th</sup> - 30<sup>th</sup>** 9:00 to 4:00

If none of these dates will work for your group, call us and we will try to make other arrangements.

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The **UN-DECORATING times** after the open house weekends will be:

**IF AT ALL POSSIBLE, PLEASE TAKE DOWN YOUR TREES & DECORATIONS DURING THIS TIME**

**December 11<sup>th</sup> through December 20<sup>st</sup>**

(NOTE: *The office is CLOSED for the Holidays from December 22<sup>nd</sup> through January 2<sup>nd</sup>*)

(weekdays 9:00 to 4:00 & weekend 1:00-4:00)

**OR January 2<sup>nd</sup> through January 5<sup>th</sup>** 9:00 to 4:00

If these dates won't work for your group, call us and we will try to make other arrangements.

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*We ask that all decorations be taken down no later than January 5<sup>th</sup> so the Christmas Committee can put the trees away on January 6<sup>th</sup>. Thank you for your continued support and we look forward to hearing from you.*

*Please KEEP THIS LETTER for date references if you plan to participate!*

Christmas at the History Center Committee  
Beth Marshall, Christmas Committee Chair

*Preserve \* Promote \* Educate*

# CHRISTMAS DECORATORS' TIMELINE

\***CONFIRM** your participation **by Friday, November 3<sup>rd</sup>**  
593-7557, [historycenter@loganhistory.org](mailto:historycenter@loganhistory.org)

\*The Christmas Committee will set up trees on *November 4<sup>th</sup>*.

\***DECORATING DATES:** **November 5<sup>th</sup> - November 21<sup>st</sup> *AND/OR***  
**November 27<sup>th</sup> – 30<sup>th</sup>**  
(weekdays 9:00 to 4:00 & weekend 1:00-4:00)

\***UN-DECORATING DATES:** **December 11<sup>th</sup> through December 20<sup>th</sup> OR**  
**January 2<sup>nd</sup> through January 5<sup>th</sup> (no later please)**  
(weekdays 9:00 to 4:00 & weekends 1:00-4:00)

## *Christmas at the History Center* **Open House**

December 2<sup>nd</sup> & 3<sup>rd</sup>  
*and*  
December 9<sup>th</sup> & 10<sup>th</sup>  
*from 1:00 to 5:00 pm.*