



CELEBRATION TREE & BENCH PROGRAM

The Celebration Tree & Bench Program gives you the opportunity to donate a tree or bench in celebration, honor, or memory of a person or event. Trees and benches will be placed in the Portage Park system to provide a lasting memory and beautify the community.

Donating a Bench

1. Select a location and message

Please indicate which park or public space you would like your bench to be located. City staff will work with you to identify an applicable bench location. The City of Portage reserves the right for final location approval.

2. Complete the gift form

Please complete the information section on the bottom of this page and include along with your gift donation. Checks are payable to the City of Portage. Your gift of \$2,500 covers the bench, site preparation, concrete, engraved plaque, and perpetual care.

3. Install the bench

City staff will coordinate and install each celebration bench and send a picture after installation.

4. Warranty

The City of Portage will maintain a record of all celebration benches at the park and recreation office. The bench and recognition plaque will be warrantied for 10 years.



Donating a Tree

1. Select a tree

All tree varieties will be considered through this program but the City of Portage reserves the right for final approval. Trees are approximately 1.5" in diameter or larger. We have provided seven recommended tree varieties that are dependent on nursery availability.

2. Select a location and message

Please indicate which park or public space you would like your tree to be located. City staff will work with you to identify an applicable planting site. The City of Portage reserves the right for final location approval.

3. Complete the gift form

Please complete the information section on the bottom of this page and include along with your gift donation. Checks are payable to the City of Portage. Your gift of \$500 covers the tree, delivery, soil preparation, planting, mulch, watering, perpetual care, and recognition plaque.

4. Plant the tree

City staff will coordinate and plant each celebration tree. You are invited and welcome to attend the planting but are not required.

5. Warranty

The City of Portage will maintain a record of all celebration trees at the park and recreation office. The tree and recognition plaque will be warrantied for 5 years.

Information Section

Mail your check and this application to: Portage Park & Recreation | 401 Cemetery Rd. | Portage, WI 53901

Donor Name

Phone

Plaque

Message:

Address

Email

City

☐ Celebration Tree \$500

☐ Celebration Bench \$2,500

State

Zip

Recommended Trees: Bur Oak, Red Bud, Honey Locust,
Kentucky Coffee, Linden, Pin Oak, Ivory Silk Japanese Tree Lilac

Preferred City Park

Preferred Tree (if applicable)

TREE OPTIONS



Please select one of the tree options below from our pre-approved list of trees. If you would like a different type of tree, please contact our department to discuss the possibility of another type of tree.



Bur Oak



Linden



Red Bud



Honey Locust



Pin Oak



Kentucky Coffee



Red Maple



**Tulip Tree
Emerald City**



American Elm



**Ivory Silk
Japanese Tree
Lilac**