

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

Nearly all City parks and public spaces have space for a new bench. Please indicate which park or public space you would like your bench located. City staff will work with you to identify an applicable bench location and do everything they can to honor your request. The City of Portage reserves the right for final location approval.

2. Complete the gift form

Please complete the information section on the right of this page and include along with your gift donation. Checks are payable to the City of Portage Park and Recreation Department. Your gift of \$2,000 covers the bench, site preparation, concrete, engraved plaque and perpetual care.

3. Install the bench

City staff will coordinate and install each celebration bench. You are invited and welcome to attend the installation of the bench but are not required. Please let us know if you wish to attend the 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 ten 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 (7) recommended tree varieties that are dependent on nursery availability.

2. Select a location and message

Nearly all City park locations have space for new tree plantings. Please indicate which park you would like your tree planted. City staff will work with you to identify an applicable planting site and do everything they can to honor your request. The City of Portage reserves the right for final location approval.

3. Complete the gift form

Please complete the information section on the right of this page and include along with your gift donation. Checks are to be payable to the City of Portage Park and Recreation Department. 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. Please let us know if you wish to attend the planting.

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 five years.

Information Section

Mail your check and and this application to:

Portage Park & Recreation Department

701 West Slifer Street | Portage, Wisconsin 53901

DONOR NAME

ADDRESS

CITY

STATE

ZIP

PREFERRED PHONE

ALTERNATE PHONE

EMAIL

☐

CELEBRATION TREE \$500

☐

CELEBRATION BENCH \$2,000

PLAQUE MESSAGE

PREFERRED CITY PARK

PREFERRED TREE (IF APPLICABLE)

Recommended Trees *Photos on reverse*

Bur Oak	Kentucky Coffee Tree
Chanticleer Pear	Linden
Honey Locust	Pin Oak
Ivory Silk Japanese Tree Lilac	



**Portage Park &
Recreation Department**
701 West Slifer Street
Portage, Wisconsin
portage.recdesk.com
608.742-2178



Thank you for your interest in the City of Portage's Celebration Tree and Bench Program.

The City of Portage has developed this program as an opportunity to donate a tree or bench in celebration, honor, or memory of a person or event. Your donation will serve as a commemoration and enhance the Portage community.

Your gift to this program may be tax deductible, please consult with a tax professional to determine if your gift qualifies.

For more information, call 608.742-2178.

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Bur Oak



Chanticleer Pear



Honey Locust



Ivory Silk Japanese
Tree Lilac



Kentucky
Coffee Tree



Linden



Pin Oak

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