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TO: County Board Chairs, County Administrators and
County Managers

FROM: Amy Elizabeth Vealey
Operations & Support Coordinator

DATE: June 1, 2015

SUBJECT: The Executive Mansion:
Request for County Tree Ornaments

COMMENTS:

The Executive Mansion recently announced that the 2015 Holiday Tree theme is "Celebrating Virginia's Localities." VACo was asked to contact County Board Chairs and County Administrators and Managers to send the attached request for a local-artisan made, handcrafted ornament. The sheet from The Executive Mansion includes details and information that will prove helpful in its design.

We ask that you contact a local artisan or open it up to the public. Whatever method you chose, we request just one donated ornament from each locality be sent by November 1. Please refrain from children's ornaments, as that may be a tree theme in the coming years.

Once complete, please send to VACo at the address below:

Virginia Association of Counties
ATTN: Amy Elizabeth Vealey
1207 East Main Street, Suite 300
Richmond, Virginia 23219

Ornaments will be kept at VACo to decorate future holiday trees on display in our lobby.

Cities and towns are also participating in this event through the Virginia Municipal League.

Should you have any questions, please do not hesitate to contact Amy at 804.788.6652 or avealey@vaco.org.

Celebrate the holidays with Virginia's localities!

1207 E. Main St., Suite 300
Richmond, Va. 23219-3627

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COMMONWEALTH of VIRGINIA

The Executive Mansion

June 1, 2015

RE: 2015 HOLIDAYS AT THE EXECUTIVE MANSION

December is a special time at the Executive Mansion. During that month, we welcome thousands of visitors who come to see Virginia's historic "first house" decked out in its holiday decor. This year, we are pleased to announce that the theme of that décor will be "Celebrating Virginia's Localities." Our objective is to highlight our localities by featuring handmade ornaments from each of our 95 counties, 38 cities and 191 towns to decorate the large tree in the mansion's ballroom--the grand centerpiece of the holiday.

We hope that you find this an exciting and creative project, and a way to showcase something unique about your community. Attached is a list of suggestions and guidelines to get your locality started.

On behalf of Governor and Mrs. McAuliffe, we thank you in advance for helping to make the 2015 holiday season both festive and educational for the many who visit the mansion from across our Commonwealth and nation.

Victoria Lewkow
Deputy Director
The Executive Mansion

Guidelines for “Celebrating Virginia’s Localities”

- Each participating locality is asked to submit one holiday ornament
- The theme of the ornament is totally up to the locality; however, we suggest a depiction of some unique feature that is specific to it, such as a monument, an historic home, a person, an event, or natural feature (mountain, river).
- The size of the ornament should be no larger than 6”. Shape and material is totally up to the artist/artisan. The finished ornament should be sent along with the name of the locality and artist placed on the back of the ornament.
- The artist/artisan should reside in or near the locality. As we may feature a children-themed tree in the future, we are asking that this year’s ornaments be created by adults.
- No purchased ornaments.
- Deadline for submitting the ornament to the mansion is November 2.

We recognize that there will be questions and welcome you to phone or email so that we can work with you on what we hope will be a fun and creative project that displays our pride in the place we live. You are welcome to contact either the VACo or VML office, as appropriate; or you may email the mansion at: Victoria.lewkow@governor.virginia.gov.

The mansion officially opens for the holidays the evening the Capitol Tree Lighting with an open house for the general public. This year, the date of that event is Friday, December 4. The tree will be available to view at that time as well as during tour hours throughout the holidays.