

# THE CHARTER TOWNSHIP OF COMMERCE

Larry E. Gray  
*Supervisor*  
Melissa Creech  
*Clerk*  
Molly Phillips  
*Treasurer*

2009 Township Drive  
Commerce Township, Michigan 48390  
(248) 624-0110  
[www.commercetwp.com](http://www.commercetwp.com)

TRUSTEES  
Bob Berkheiser  
Rick Sovel  
Robert Long  
George Weber

The Commerce Township Parks & Recreation Department hosted our annual Christmas Tree Lighting event in 2024 with great success. With the support of local sponsors, we were able to provide a wonderful family friendly community event to help usher in the holiday season. We will again be hosting this event for the 2025 season and welcome your organization to join us!

Date: Saturday, December 6, 2025  
Time: 4:30 PM – 7:30 PM  
Location: Richardson Community Center  
1485 E. Oakley Park Rd  
Commerce Township, MI 48390

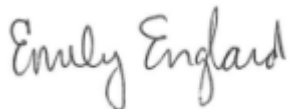
This event will take place both outside and inside the Community Center. Along with a Christmas Tree Lighting we are planning on children's activities and crafts, hot cocoa bar, band/choir performance from a school within the community, face painter, food truck and pictures with Santa.

The purpose of this letter is to seek your support for the 2025 Christmas Tree Lighting. As a supplier of critical services to Commerce Township, you are well acquainted with our area, and in a unique position to take advantage of such an opportunity.

We hope you will consider joining our list of sponsors in 2025. Sponsorship categories and levels of support have been included for your review. Please give sponsorship of the 2025 Christmas Tree Lighting serious consideration. It's an excellent way to receive positive exposure with Commerce area residents as we usher in the holiday season.

Thank you for your partnership with us, and for considering this opportunity.

Sincerely,



Emily England  
Director of Parks and Recreation

# COMMERCE TOWNSHIP – CHRISTMAS TREE LIGHTING

## LEVELS OF SPONSORSHIP

### SANTA SPONSOR (only 1 available): \$600

#### Santa Claus

- Commerce Twp. Website
- Listed as top sponsor on flyers
- On-Site Signage
- Business type exclusivity
- Marketing Materials at event
- Large logo on back of staff shirt

### SILVER BELLS SPONSOR (4 available): \$500

#### Photographer, Characters, Face painter, miscellaneous

- Commerce Twp. Website
- Listed as sponsor on flyer
- On-Site Signage
- Marketing Materials at event

### SANTA'S WORKSHOP: \$300

- Commerce Twp. Website
- Listed as sponsor on flyer
- On-Site Signage
- Marketing Materials at event

### TINSEL SPONSOR: In-kind donations

- Commerce Twp. Website
- Listed as sponsor on flyer
- On-Site Signage
- Marketing Materials at event

\*\*If you have questions about additional sponsorship opportunities, please contact the Commerce Township Parks & Recreation Department at:

- Ph# 248-926-0063
- Email: [Parks@commercetwp.com](mailto:Parks@commercetwp.com)



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Thank you for choosing to sponsor our Christmas Tree Lighting event. We're excited to offer you this opportunity as we usher in the holiday season with members of the community. Your sponsorship contribution will help fund the numerous family friendly activities we have planned.

- Santa Sponsor - \$600
- Silver Bells Sponsor - \$500
- Santa's Workshop Sponsor - \$300
- Tinsel Sponsor – In-kind donations

With your support, we feel confident that this event will be a huge hit with families in our community; not only this year but for many years to come. Thank you for your contribution. Please note that all contributions are due by September 26, 2025. Please complete this form to ensure your involvement. Our staff will be contacting you for company logos and other necessary materials.

For questions contact the Parks & Recreation Department at 248-926-0063 or via email at [Parks@commercetwp.com](mailto:Parks@commercetwp.com).

A Google Form link is available if you would like to complete the form electronically.  
Google Form [link](#).

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Sponsorship Level

\_\_\_\_\_  
Will you be setting up a table at the event?

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date