



Larry E. Gray
Supervisor
Melissa Creech
Clerk
Molly Phillips
Treasurer

TRUSTEES
Bob Berkheiser
Rick Sovel
Robert Long
George Weber

The Commerce Township Parks & Recreation Department hosted our annual Christmas Tree Lighting event in 2025 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 2026 season and welcome your organization to join us!

Date: Saturday, December 5, 2026
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, children's story time, hot cocoa bar, characters, and pictures with Santa.

The purpose of this letter is to seek your support for the 2026 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 2026. Sponsorship categories and levels of support have been included for your review. Please give sponsorship of the 2026 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

NORTH POLE SPONSOR (only 2 available): \$750

- Commerce Twp. Website
- Listed as top sponsor on flyers
- On-Site Signage
- Business type exclusivity
- Table at event (6ft table provided)
- Large logo on back of staff shirt

SILVER BELLS SPONSOR (4 available): \$500

- Commerce Twp. Website
- Listed as sponsor on flyer
- On-Site Signage
- Table at event (6ft table provided)

SANTA'S WORKSHOP: \$300

- Commerce Twp. Website
- Listed as sponsor on flyer
- On-Site Signage

TINSEL SPONSOR: In-kind donations

- Commerce Twp. Website
- Listed as sponsor on flyer
- On-Site Signage

Questions? Please contact the Commerce Township Parks & Recreation Department at:

- Ph# 248-926-0063
- Email: 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.

- North Pole Sponsor - \$750
- 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 October 23, 2026. 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.

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

Company Name

Contact

Sponsorship Level

Sponsor Signature

Address

Email address

Will you be setting up a table at the event?

Date