



The PTO of Sutton Elementary School & Simonian Center for Early Learning



Chain of Lights 2018 How You Can Help



Dear Parents,

Chain of Lights is fast approaching! The town wide event takes place on **Saturday, December 1, 2018 from 10:00am to 4:00pm** and Friends The PTO of Sutton Elementary and Simonian Center is excited to participate in this festive day. It is a wonderful way to showcase our school by entertaining over a thousand visitors from our community.

As usual we will have our giant inflatables, the Gingerbread House Contest Spectacular, Cake Walk, vendor tables and HUGE raffle baskets! In addition, the Sutton Teacher's Association will have an assortment of lunch offerings. It promises to be a great celebration for the whole family.

**How Can You Help? - There are several ways you can take part.
This event succeeds thanks to the support of our parents.**

Make a Gingerbread House.

Chain of Lights visitors make a special trip to the school just to see all the wonderful houses created by you. You can either create a house at home or during the event. We are offering our "Gingerbread House" kits. Inside is everything you need to build your house (gingerbread house parts, icing, candy and other goodies). The price is \$10/kit at the event which includes assistance from our elves in building the house. Pre-register to ensure we reserve you a kit. You may also pre-order and pick up your kit to create your house at home prior to the event. Houses must be on a base which is no bigger than 24" x 18" and all components must be edible. The Gingerbread Houses will be judged in 4 categories by the visitors of Chain of Lights who stop at the Sutton Elementary School & Simonian Center for Early Learning. (Child/Family/Adult/Organization) To reserve a kit or donate a house, please fill out the attached form. The Gingerbread entry form including all the guidelines for entries is at www.suttonschools.net. If you have any questions, contact Jen Fields at jen.fields@verizon.net or 508-958-0319.

Donate a baked good for the Cake Walk.

A Cake Walk is musical chairs with a sweet surprise at the end. Items can be homemade or store bought and your generous cake donations help provide us with enough treats for every winner. If you can help with a baked item, please let us know how many you can donate by either email to Debbie Huard at debbie.lahti@gmail.com or fill out the form attached or at www.suttonschools.net and send it in with your child. All donations must have ingredients listed on the packaging. (If you choose to bring cupcakes please package in groups of 4 or 6.)

Donate a Raffle basket item.

We are asking if each family could donate one item to support a basket theme by grade level. Themes by grade level can be found on the attached form. All money raised by these baskets goes right back to the school and into your child's classroom. Please bring items to school by **Monday, November 26th** and if you have any questions, please email Debbie Huard at debbie.lahti@gmail.com.

Be a Vendor in the Chain of Lights Shopping Alley!

Over 1,200 visitors shopped our trolley stop last year and the Shopping Alley is a place for you to promote, sell items and feature your business! Vendors must provide their own tables/chairs and are required to supply a raffle item for our raffle tables. Being a vendor requires a separate form (attached to this packet) and spaces are very limited. **Deadline to reserve a spot is Monday, November 19th**, but don't wait. Get your form in to erinrusso@gmail.com ASAP!

Volunteer some time! We need many volunteers to help us from set-up through clean-up.

If you can give any amount of time, even an hour to sell tickets or to help before or after the event, please sign up either by filling out the attached form or email Debbie Huard at debbie.lahti@gmail.com

Thank you in advance for all of your support. We hope you will be able to join us for part of the day. It's a great way to kick off the holiday season! If you have any questions, please contact Erin Russo at erinrusso@gmail.com or at 508-865-4992.



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YES! I would love to help with the Chain of Lights Trolley Stop! Here's what I can do!

Please complete form and send back to school no later than Monday, November 19th.

Name: _____

Phone: _____ Email: _____

Please make your selection(s) below:

I would love to take part in making a Gingerbread House. I'm submitting for the following category:

- Organization/Group Category (i.e. Classroom/Girl Scout or Boy Scout Troops/Churches/Businesses)
- Family Category (For adults and children who work together on the entry)
- Child Category (For children 16 & under who work independently on the entry)
- Adult Category

Pre-orders /Gingerbread House Building and Decorating: (PLEASE PAY AT PICK-UP OR AT EVENT)

Pre-order:

Qty: _____ \$10/ kit Gingerbread Kit (Gingerbread house parts, cardboard base, squeeze bottle, icing, and candy). Kits are available for pick-up 11/19-11/20 at the Elementary School Parent Pick-up after school. Other pickup options are available. Checks made payable to: "Friends PTO of Sutton Elementary"

Reserve Your Spot:

Qty: _____ \$10/kit. I'd like to build a Gingerbread House with your elves at the Chain of Lights

Time Preference please circle one: (10am-12pm 12pm-2pm 2pm-4pm)

After the event - Please Check One:

- I will donate my Gingerbread House. All donated houses will be distributed for display to the Sutton Senior Center, Town Hall, Library, etc.
- I will pick up my Gingerbread House. **Pick-up time: 4:00-5:00PM on SATURDAY 12/1** in the Elementary School Cafeteria.

Who doesn't love CAKE? I would love to give some cake or cupcakes to the Cake Walk.

I can donate : Number of cakes or cupcakes: _____

Reminder, cupcakes need to be packaged in groups of 4 or 6 and ALL donations need to list included ingredients

I love winning prizes. I'd be happy to help by donating an item(\$5 minimum) to the raffle baskets.

Please choose grade level:

- Pre-K & Kindergarten - Play Ball! (sport themed merchandise or equipment)
- 1st Grade - Learning is FUN (School Supplies, flash cards, educational games, etc.)
- 2nd Grade - Game Night (board games, card games, etc.)
- 3rd Grade - A Crafty Holiday (art supplies and holiday themed items)
- 4th Grade - Baking Together (mixes, sprinkles, utensils and more for baking fun)
- 5th Grade - We got a winner! (Lottery Tickets)

I'm a hands-on kind of person. I would like to volunteer to help during the event. I can help with (check all the apply):

Friday, November 30

- 6:00pm - 8:00pm - Event Set Up

Saturday, December 1

- 9:00am-11:00am
- 11:00am-1:00pm
- 1:00pm - 3:00pm
- 3pm - Event Clean Up (event ends at 4pm)

All donations are voluntary and we thank you for continuing to support the Sutton SCEL and SES PTO and your school!



**Friends, the PTO of Sutton Elementary School & Simonian Center
For Early Learning invites business owners, crafters and sales consultants to promote your items at the
Chain of Lights Shopping Alley
Saturday, December 1, 2018
10:00am - 4:00pm**

The Sutton schools are, once again, proud to be a trolley stop for this traditional town wide event. During the Chain of Lights, our school trolley stop features the Gingerbread House Spectacular Contest, Cake Walk Room, HUGE Raffles, Kids Zone and the Shopping Alley...a place for you to promote, sell items and feature your business! Last year we had over 1,200 visitors make our school one of their destination stops.

Dates: Set up - Friday, 11/30/18, from 6:30pm - 8:30pm &
Saturday, 12/1/18, from 8:30am – 10am
Event - Saturday, 12/1/18, doors open to public 10am-4pm
Location: Simonian Center for Early Learning located at
409 Boston Road, Sutton, MA 01590
Cost: \$40.00 for a 10 foot space (approximate size)

Participants will be required to supply their own table and chair. Also, any vendors who will be selling items for consumption or giving out samples are required to contact the Sutton Board of Health prior to the event. We also ask that each vendor provide a raffle item or raffle basket for the raffle table. This is a wonderful way to help promote your business and benefit the schools!

Please fill out the form below to request space and we will send you event details. All Shopping Alley Forms and payments (checks made out to "Friends PTO of Sutton") must be received by **Monday, November 19, 2018**.

If we have multiple vendors selling the same type of crafts, we will contact the vendors in an attempt to work out a solution for all parties. School administration and the PTO Leadership reserve the right to decline an exhibitor if the items to be displayed and or sold are not considered appropriate.

Questions? Contact Erin Russo at 508-865-4992 or at erinarusso@gmail.com.

Forms & payment must be returned to the school or mailed to: Erin Russo at 12 Brookside Dr., Sutton, MA 01590
by **Monday, November 19, 2018**.

Chain of Lights - Shopping Alley Form

Name: _____

Telephone: _____ Email: _____

Company represented: _____

Brief description of product: _____