

## STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

**Madison** – Each fall, the State of Wisconsin searches for a holiday tree to be displayed in the State Capitol rotunda throughout December. Below are the requirements for a successful tree donation:

- Balsam Fir approximately 35 45 feet tall.
- Full branches throughout the tree, if possible. Otherwise, a second donated tree may be needed to utilize the branches for filler.
- Tree should be accessible to the necessary logging and loading equipment for removing the tree from the property. In addition, there are often media outlets or groups that like to observe and record the tree being harvested.
- All cutting, loading, and hauling expenses are to be donated.

Wisconsin Department of Administration staff will meet with potential donors to inspect the tree prior to accepting the donation. The best tree that meets the requirements will be selected. The tree is harvested in November and is brought to the State Capitol in late November.

For more information about how to participate, please contact:

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