

From: Stephanie Juhl <SJuhl@watertownwi.gov>
Sent: Monday, November 17, 2025 9:29 AM
To: Debra Sybell <DSybell@watertownwi.gov>
Cc: Kristine Butteris <KButteris@watertownwi.gov>
Subject: FW: Tree Lighting Summary

Deb,

Hope you had a great weekend! Tree lighting was amazing! Record crowd.

I told you I would send over the expenses vs. revenue. I am also copied John Beltz with the message, per his request.

Expenses were \$5381. We applied for \$10,000 but will obviously not need the entire amount. Not bad. 😊 Please let me know how much can be applied and please copy John Beltz on that amount.

Tree Lighting (& MBS) November 15, 2025

Expenses (Estimates)	\$	Notes
posters x4 for A frames	\$ (78.00)	
Z Farms 15ct Trees (\$75 ea)	\$ (1,125.00)	
8 more arches and 4 bases	\$ (174.27)	parks make
snowflakes for schools	\$ (181.11)	
lights purchased - Farm & Fleet	\$ (59.04)	
Proline Entertainment for Truss Rental (Nov 14-Dec 31)	\$ (750.00)	
Napkins, ribbon	\$ (47.34)	

Schedule	
Friday	PU Cookies PW
8:00 AM	street closes
10:00 AM	coffee Truck load in
10:00 AM	sound arrives
2:00 PM	vendor set up
5:00 PM	Library doors unlock
5:10 PM 5:15 PM	Carolers Arrive WBR Arrives
5:15-6:30 PM	Santa Arrives to walk around

Gas for heaters	\$ (18.56)	
Trophy for MBS winner	\$ (52.00)	
AG Entertainment - Trevor	\$ (2,896.00)	
Total Expenses	\$(5,381.32)	

5:30 PM	Ceremony begins
7:00 PM	reopen street
7:00 PM	Library doors auto lock

Attendance	1500
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Thank you! 😊

Steph Juhl

Programming Event Coordinator

City of Watertown