

Community Tree & Bench Program

Honor and celebrate someone by planting a tree or putting a bench in a city park on their behalf! Sun Prairie Parks, Recreation and Forestry staff will purchase, plant/install the tree or bench, and maintain it as it does for all other park assets.

Donor/Honor/Memorial Tree

\$450

- PRF staff will help select planting site and species (see the *Park, Recreation & Forestry Commission's approved street tree list for suggestions at www.tinyurl.com/SPPRFtreelist*)
- PRF staff will plant and maintain the tree (plantings occur twice a year - in spring and fall)
- Name of donor/honoree will be inscribed on a leaf of the Donor Tree display at the Westside Community Services Building (2598 W. Main Street)
- A recognition certificate will be sent to the donor/honoree after planting

Standard Donor/Honor/Memorial Park Bench

\$800

- Standard park bench with an 8" x 2" bronze plaque affixed to it
 - 6-foot expanded steel bench with green thermoplastic coating and a black powder coated frame
 - Bronze plaque can have up to 3 lines and 20 characters per line
 - PRF staff will help select a site for the bench
- A recognition certificate will be sent to the donor/honoree after installation



Premium Donor/Honor/Memorial Park Bench

\$2,000

- Premium park bench with high gloss inlay engraved lettering
 - 6-foot cedar-colored recycled plastic bench with black powder coated frame
 - 4 lines: 2" lettering on the top board and 1.5" lettering on the bottom three boards with up to 40 characters per line
 - PRF staff will help select a site for the bench
- A recognition certificate will be sent to the donor/honoree after installation



How the Program Works

1. Fill out and submit the Community Tree and Bench Program Request Form

- Complete an online form at: www.tinyurl.com/SPPRFtree-bench
- Complete the form below and mail/fax/e-mail to:
 - 2598 W. Main Street, Sun Prairie, WI 53590
 - 608-825-0716
 - rec@cityofsunprairie.com



Link to request form

2. SPPRF staff will contact you once your form has been received to assist with tree species selection (if applicable) and location for planting/installation

3. Complete payment for your donor tree and/or bench

- Mail a check to 2598 W. Main Street, Sun Prairie, WI 53590
- Call to pay over the phone (608) 837-3449
- Stop into the PRF Office to pay with cash, check, or card (2598 W. Main St.)

4. SPPRF will place the order for your tree and/or bench

5. Planting/installation will occur

- Tree planting information:
 - Plantings occurs only twice annually - in the spring and fall
 - The name(s) of those honored will be inscribed on a leaf of the Donor Tree located at the Westside Community Services Building
 - A recognition tag for easy identification will be attached to the tree for a 6 month period after the tree has been planted

6. A recognition certificate will be sent to the person(s) being honored

Community Tree & Bench Program Request Form

Donor's Name: _____
Address: _____
City/State/Zip: _____
E-mail Address: _____
Phone Number: _____

Please check one: Person or Organization
to be: Honored Memorialized
with a: Tree
 Standard Park Bench
 Premium Park Bench

Name(s) to be honored/memorIALIZED: _____
Send Recognition Certificate to
Address: _____
City/State/Zip: _____

Preferred Park for planting/installation
1st Choice: _____
2nd Choice: _____

Trees Only:
Preferred Species: _____
*(For suggestions, refer to approved tree list at
www.tinyurl.com/SPPRFtreelist)*
1st Choice: _____
2nd Choice: _____
Preferred Planting Season: Spring Fall

Benches Only:
Inscription on the plaque/bench to read:

