



**SCOTT WALKER**  
**OFFICE OF THE GOVERNOR**  
**STATE OF WISCONSIN**

P.O. Box 7863  
MADISON, WI 53707

October 14, 2017

Greetings,

We are pleased to announce the **Capitol's 100<sup>th</sup> Birthday** as the theme for the 2017 Capitol Christmas Tree. The State Capitol Christmas Tree is displayed in the State Capitol Rotunda and serves as a centerpiece of festivity for thousands of visitors as they tour and do business in the State Capitol. Every year this tree is filled with joyful ornaments, handmade by students around the state.

This year, we would like to extend a special invitation to your school and students to contribute handmade **ornaments showcasing Wisconsin's Capitol building and celebrating its 100<sup>th</sup> birthday**. For ideas and information about the Capitol 100<sup>th</sup>, please visit <https://capitol100th.wisconsin.gov/>.

We ask that students make ornaments from non-breakable material. They must be strong enough to hold up during shipping and to be handled while the tree is being decorated. For these reasons, we recommend students do not use fragile items or paper cutouts that may tear easily. We suggest ornaments that are 4-6 inches in size and are made from a color that contrasts with the color of the tree so they can easily be seen and enjoyed by all visitors.

If you have any questions about an ornament, please contact the Facilities Management Information Center at (608) 266-1485. Please note that ornaments will not be returned.

**Please send your ornaments to the address below by Wednesday, November 22, 2017.** Also please be sure to include the teacher's name and grade, school name, and address so that we may acknowledge your contribution.

Claire Franz  
Wisconsin Department of Administration  
Division of Facilities Management  
17 West Main Street, Suite 119  
Madison, WI 53703

**New this year**, we hope your school will share your classroom's experience making the ornaments with pictures and stories through **Facebook and Twitter using #WICapitolTree**.

We will gratefully accept any ornaments your school provides for the tree. Thank you for helping make the State Capitol beautiful this holiday season.

Sincerely,

Scott Walker  
Governor of Wisconsin