





**Rediscover Martinsville appreciates your community spirit and decision to “Adopt a Post” to let that spirit shine!** Lampposts will be wrapped with green garland and Martinsville’s Blue Winter banners hung by the Morgan County Jail Corrections work crew. Each lamppost will be provided with a sign that will have Rediscover Martinsville’s logo, the words Happy Holidays/Merry Christmas, and the sponsor name/advertisement. **Last years Adoptee’s, who met the programs requirements, have the opportunity to reserve their spot in the program by turning in completed forms and payment by the October 10th deadline.**

**Reservation forms, IPEP forms & Payment deadline is 4:00 p.m. on Monday, October 10th, 2022.** If your completed forms and payment have not been received by this deadline, you will be placed on the waiting list. Those who are rotated into the program from the waiting list will be contacted if and when a post becomes available. Payment and forms for waiting list posts must be received within 7 days of notification, or you will forfeit your post. **See below for additional guidelines and Liability Waiver.**

**REQUIREMENTS: Reserve a lamp post by submitting the following items:**

- Completed **Reservation form.**
- Completed **IPEP Volunteer form** required by the City (See more information at right).
- Payment of \$25 per post.** Make checks payable to: **Rediscover Martinsville, Inc.**
- Decorating Dates:** Wednesday, Nov. 16th - Wednesday, Nov. 23rd, 2022 by Midnight.  
**No decorations may be hung until both forms and payment are received.**

**Removal Dates:** Jan. 2nd – Jan. 15th, 2023. Decorations not removed by deadline become the property of Rediscover Martinsville.

**All decorations hung shall be:**

1. Non-breakable. Please do not use glass balls.
2. Weatherproof, flame retardant, inedible and non-perishable.
3. Appropriate for viewers of all ages.
4. Hung securely with zip ties, fish line, ribbon, or string so they do not fall and blow away.

**Lamp Posts are easily scratched, so please:**

1. Do not hang ornaments using wire or metal hooks.
2. Do not lean ladders against posts.
3. Use free standing ladders at least 12’ tall.
4. Take extreme care when moving ladders so they do not strike the glass globes.

**ADDITIONAL INFORMATION :** Only the people listed on the IPEP Volunteer Roster form will be covered by the City’s liability policy and are allowed to decorate the assigned post. Therefore, list everyone who may possibly be involved with decorating your lamppost.

**To easily install and tear down your decorations:** Affix lights and ornaments on strands of garland you purchase. Attach your decorated garland to the RM’s garland with green zip ties. Detach by cutting zip ties. Box for the next year.

**Outdoor Christmas lights are required for that extra sparkle at night.** Plug working light strands (please test them before hanging!) into the outlet in the weatherproof box at the bottom of the light globe. The reset button will need to be depressed.

**Lamppost globes are activated by a light sensitive timer.** If the downtown globes are not illuminated, the outlets will not work. You may need to come back after dark and check to see if your lights are on. If they are not, you will need to push the reset button inside the box.

Each year we discover that some of the outlets just do not work. Please let us know if this is the case with you. We will contact the city to take care of the problem.

**A Christmas Parade will occur on Nov. 26th. Please make sure to have your posts decorated festively by Nov. 23rd prior to Thanksgiving.**

**If you need to borrow a ladder, please make arrangements with Laura Elliott ahead of time.**

Questions? Call Adopt-a-Post director Laura Elliott at 317-417-3626 or email [laura.elliott@intelli-leap.com](mailto:laura.elliott@intelli-leap.com).

