



***Please Read - Important GDC Holidays timeline dates!!***

**By October 3<sup>rd</sup>** – Email high resolution picture or deliver item(s) to be photographed along with completed registration form to GDC office. Provide descriptions of items to be given away if different from photographed items. **Make an appointment for any items that must be modeled.**

**By Oct 3<sup>th</sup>** – Email your logo to [dmarshall@downtownduluth.com](mailto:dmarshall@downtownduluth.com)

**By Oct 3<sup>th</sup>** – If you are providing the high resolution photo for the gift guide send it to [dmarshall@downtownduluth.com](mailto:dmarshall@downtownduluth.com)

**October 4<sup>th</sup>** – Gift Guide photo shoot in conference room 9:30am – 12:00pm

**October 5<sup>th</sup> – 11<sup>th</sup>** – Pick up photographed item(s) from the GDC office

**November 5<sup>th</sup> - 8<sup>th</sup>** – Curtains for new participants will be delivered by Greater Downtown Council staff. If you have previously participated, find your curtains.

**November 5<sup>th</sup> - 9<sup>th</sup>** – Static Window Clings, Voters Ballot Box and Ballots distributed

**November 12<sup>th</sup>** – Curtains go up in the windows

**November 12<sup>th</sup> - 16<sup>th</sup>** – Construct your windows

**November 16<sup>th</sup>** – 4:30PM Holiday Window unveiling for Christmas City of the North Parade – Contest Balloting begins

**November 20**–Digital picture of window to be emailed to [tmcdonald@downtownduluth.com](mailto:tmcdonald@downtownduluth.com)

**November 24<sup>th</sup>** – Small Business Saturday – plan a special promotion, product demo, art opening or fashion show, refreshments or food tasting – it's a great way to encourage people to shop local.

**December 5<sup>th</sup>** – Ballot Box pick up

**December 12<sup>th</sup>** – Window and Lighting Display winners announced at Downtown Perk Breakfast meeting – 7:30am at the Holiday Center

**December 10<sup>th</sup> – 21<sup>st</sup>** – Monday - Friday daily participant give a-ways on KOOL 101.7 with live promotion of participating businesses.

***For more information please call Darlene Marshall at 218-740-3747***