



Events Proposal Form

Title of Event	Christmas Lights Switch on
Date proposed	3rd December 2024
Location	Torchlight Parade from the Whitelea Head Club, Lanehouse to the Christmas Tree – outside Community Centre
Time of proposed event	Start - 6.30pm Finish - 8.30pm latest
Description of event	To celebrate the festive period and switch on the Christmas tree lights
Outcomes sought	Fun, village cohesion
Supplier name and address	Ryan Waine for lights on the trees

Items required

Items	Responsibility	Projected cost
Tree Lights	Adele to contact Ryan Waine to check date	£0.00
15 bottles mulled wine	Can David Barritt order via shop and get cost?	£60
24 Cadbury selection boxes for school choir	Adele to purchase	£45
4 packets chocolate digestives	PO to purchase	£2.50
8 boxes mince pies	Can SCP ask Diane at Asda for a donation? Adele to purchase any further boxes.	£5.00
4 plastic containers of chocolates	PO to purchase	£20.00
1 bottle cordial	PO to purchase	£2.00
Paper cups	Adele to check how many she has already. PO to buy an additional required.	£?
Parish Council Chains	Adele arranged collection	
BUDGET £200		

TO DO:

Can David Barritt contact Trawden School to see if they would be interested in their choir to sing carols at the Community Centre?	Done DB
Can David Barritt contact school and see if they would be interested in joining in a torchlight parade?	Done DB
Can David Barritt contact Jean Driver to lead the parade with carols?	Done DB
Adele to contact Rev Andy Froud once dates are finalised.	Done AW
Barry to ensure tree is up by end of last week of November	
Can David Barritt contact Father Christmas (Alan Hardacre)	Done DB
First aiders required.	A Holmes

Need barriers for around bottom of Christmas Tree, once lights are on.	AW
Adele to contact Trawden Arms to inform them of date.	
Adele to see if she can locate a donkey to be lead on the parade. Note – animals are not insured on the Community Centre property so would need to stop at the Trawden Arms.	
Lounge and kitchen booked from 5.30pm to 8.30pm	DONE AW

- Suggested that Rev Canon Andy Froud to open the event with a speech outside the Community Centre upon arrival.
- Switch on of the lights by Barry Hodgson, as Chair of the Parish Council.
- Adele to book lounge and kitchen from 5.30pm.
- Adele has 2 x donations containers. Will have 'no charge, donations gratefully received'
- Copy posters to school for inclusion in newsletter.
- Need servers/cleaners in the kitchen.
- A walk-around risk assessment must be done on Monday 2nd December to ensure the route is free of debris and hazards. If adverse weather conditions deem it unsafe to use the Tram Tracks, notices will be issued to state the parade will not go-ahead and to meet at the Community Centre.
- All participants must bring their own torch.

1. Have Risk Assessments been completed? **Yes** **No**
 These must be attached. If these have not been completed, date they will be completed and submitted: _____

2. Has permission been sought if on authority's grounds: **Yes** **No**
 Attach permission forms. If permission has not yet been granted, date it will be submitted: _____

3. Expected attendance numbers _____ 75 _____

4. The event is: **Open to the public** Invitation only Ticket only

5. Are donations expected at the event? **Yes** **No**

6. If ticket event, how many tickets will be available? _____ Cost of tickets? _

Projected income £_0_____

 Date passed to Trawden Forest Parish Council _____

Date discussed at Parish Council meeting _____

Approved? _____ Minute ref: _____

