



## Events Evaluation Form

Title of Event	Christmas Lights Switch on 2024
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	Actual cost
Tree Lights	Installed by Ryan Waine	£0.00
18 bottles mulled wine	David Barritt ordered 18 bottles via shop	£
24 Cadbury selection boxes for school choir	Adele purchased	£39.74
4 packets chocolate digestives	PO purchased	£
8 boxes mince pies	Diane at Asda arranged for 60 to be donated. Adele purchased another 5 boxes.	£
4 plastic containers of chocolates	PO purchased	£
1 bottle cordial	PO purchased	£
Paper cups	100 paper cups bought from Amazon.	£4.96
Parish Council Chains	Adele arranged collection	
<b>BUDGET £200</b>		

### TO DO:

David Barritt contacted Trawden School who attended the parade and sang with everyone.
David Barritt contacted Jean Driver who led the Carols at the Centre. Unsure if there was any singing on the way down – the children behind me were very excited.
Adele contacted Rev Andy Froud who led the event at the Centre.
Barry made sure tree was up by end of last week of November
David Barritt contacted Father Christmas (Alan Hardacre)
Ann Holmes was the nominated First aider.
Adele supplied barriers for around bottom of Christmas Tree, once lights are on.
Adele contacted Trawden Arms to inform them of date.
Adele/Philippa tried to source a donkey but to no avail. Philippa advises that one resident will see if they can assist next year.

Lounge and kitchen booked from 5.30pm to 8.30pm
David Barritt contacted Darren who organised sound and background music?
The Tram Track Risk Assessment was completed and deemed safe – no reports of incidents or injuries.
Road closed at bus terminus then outside the shop to ensure safe crossing. Need someone already at the Centre to stop traffic coming up Church Street so Adele can stay with the parade.
Adele and Craig made a plunger – seemed to go down well.
Plenty of assistance in the kitchen.
Participants brought their own torches.

For 2025

- Can we source some portable light sticks for the front and rear of the parade?
- Many children were not supervised. A more formal structure for the parade needs to be organised on the night, with the adult choir being behind the first marshal.
- Should we formalise a Mary, Joseph, shepherds etc?
- Need more song sheets.

Suggestions from SCP

- Start a little earlier?
- Get the real, organ carol music to play, rather than those cinematic, whooshy stuff that isn't the real tune, as it was really difficult to sing to
- Consider working with the school to do a pre-event lantern making workshop, as lanterns would be so much nicer than torches/mobile phone lights - this would also be publicity for the event. NB : These would need to be bright enough so people can actually see where they are going as the Tram Tracks are not lit.
- Consider whether it would be possible for the hot drinks/mince pies could also be served outside during the carol element. (would need to check liabilities with the Trustees).
- Get actual donation buckets so the crowd outside can be milked for cash - many people did not come inside.

Total donations £90.97