

Christmas Event: 30 November 2024

Confirmation of decisions taken at planning meeting on 15 March

The 2024 Christmas event will have four components:

- Craft fair to be held in the main hall at the Town Hall
- Christmas tree festival at St Mary's & St Helen's Church
- Father Christmas grotto and Christmas crafts at the library
- Tree lights switch-on and carols at The Cross

Sion Jones, Brenda Marple and Steve Wastell will be the overall event co-ordinators. There will be a lead for each of the four components:

- Craft Fair – NTC Officers
- Christmas tree festival – Kevin Crinks
- Grotto and Christmas crafts – Helen Neal
- Switch-on – Sion Jones, Brenda Marple and Steve Wastell
Carols at The Cross – Kevin Crinks and Carol Braithwaite

Below is a chart of what will need to be done, who will be responsible and target dates. The event co-ordinators (Sion, Brenda and Steve) will take overall responsibility for confirming that everything is in place so please ensure that they are kept informed and are contacted with any queries.

| Category | Action | Who will carry out the action | Target completion date |
|--|--|-------------------------------|----------------------------------|
| Craft Fair | Ensure that there is a craft/artisan food market in the main hall throughout the day and that all necessary organiser risk assessments, insurance requirements etc are in place. Arrange for door/lift stewards to be available throughout the day within the Town Hall. Confirm all timings and attractions for inclusion in event publicity. | NTC Officers | July |
| Christmas tree festival | Confirm details and timings for inclusion in event publicity (possible performance by Little Actors). | KC | Early Sept |
| Grotto and Christmas crafts | Arrange a programme of craft activities. Arrange grotto in association with Rotary. Agree any associated costs in advance via the event co-ordinators and issue invoice to NTC. Confirm details and timings for inclusion in event publicity. | HN | September |
| Switch-on and carol singing at The Cross | Confirm road closure route and timings and provide details to officers for the road closure application. Provide risk assessment to officers for inclusion in the event notice application. | SJ,BM,SW SJ,BM,SW | End of April End of April |

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| | <p>Co-ordinate provision and installation/removal of barriers as determined by the risk assessment.</p> <p>Arrange for event volunteers as determined by the risk assessment and co-ordinate their activity on the day.</p> <p>Co-ordinate provision of PA system and lighting.</p> <p>Co-ordinate staging at The Cross, if required.</p> <p>Confirm carol singing arrangements and musical accompaniment.</p> <p>Confirm details and timings for inclusion in event publicity.</p> | <p>SJ,BM,SW</p> <p>SJ,BM,SW</p> <p>SJ,BM,SW</p> <p>SJ,BM,SW, KC,CB</p> <p>KC,CB</p> <p>SJ,BM,SW</p> | <p>Early September for all actions</p> |
| Road closure | Provision of a road traffic management scheme for the switch-on/carol singing as per the information provided by event co-ordinators. | Officers | Beginning of July |
| Event notice | Submission of an event licence for the switch-on/carol singing as per the information provided by event co-ordinators. | Officers | Beginning of July |
| Publicity | Create posters as per the information provided by event co-ordinators/leads and also utilise socials, media etc. | Officers | End of Sept |
| Purchasing | All costs to be agreed in advance of purchase and forwarded to officers for ordering and payment. | Officers | |