

BLYTH TOWN COUNCIL

BLYTH TOWN CHRISTMAS FESTIVAL – PROGRAMME DRAFTED THURSDAY 7 OCTOBER 2010

Date:	Friday 26 November 2010	
Times:	16.30 to 18.00	
Programme:	<ul style="list-style-type: none"> ❖ Master of Ceremonies opens Programme ❖ Steve Daggett Band ❖ 3 School Choirs ❖ Raffle Winner Introduced ❖ Master of Ceremonies builds up to Switch On ❖ 3 School Choirs ❖ Steve Daggett Band 	<p>Note: Raffle Tickets to be drawn week prior to event to ensure that first prize winner is available and has provided permission for publicity and photographs, particularly where children are switching on lights.</p>
Contingency Plan:	Only issue relates to electrics and the possible need to bring forward the Switch On in particularly inclement weather.	Will form part of the Risk Assessment document.
Layout:	<p>Stage will back onto Westgate House with barriers at front of stage and around the generator.</p> <p>Security Staff will be located around the Market Square.</p> <p>Egress and access plans are in place.</p> <p>Market stalls and Christmas stalls will be laid out to prevent any obstruction.</p>	
Schools:	School involvement through sale of raffle tickets (waiting for response) and provision of choirs or a joint choir.	
Collection:	To be discussed further.	<p>?HMS Blyth ?Afghanistan ?Salvation Army</p>

<p>Stalls:</p>	<p>Market Stallholders to be encouraged to stay for the event – initial response fairly positive.</p> <p>Christmas Stalls – Chestnuts, Mulled Wine, Dinky Donuts, etc, etc.</p>	<p>Paul Taylor to speak with all stallholders and Market Manager.</p> <p>Paul Taylor to confirm range of additional stalls.</p>
<p>Refreshment Vouchers:</p>	<p>Refreshment Vouchers to be provided for Security Staff, Stage Hands, School Choirs, Band, Councillors, etc.</p>	<p>Paul Taylor to speak with BVAL regarding the loan of a marquee to be used by Councillors to greet and meet people and for refreshments.</p>
<p>HMS Blyth</p>	<p>? Involvement</p>	<p>HMS Blyth docking in Blyth that weekend for visits.</p>