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|  | **CHRISTMAS LIGHT SWITCH ON SAT 18TH NOV 2023 TIMINGS** |  |
| **TIMINGS** | **DESCRIPTION** | **NOTES** |
| 8AM | Set up staging at 8am. Fence off. Will need 4 people to set up and level due to gradient of pavement. | 3 Market assistants will be on duty in the morning to assist, one more volunteer required. |
| 9am | A-boards with posters detailing timings of event to be placed across town at each switch-on location | Media Agency to design poster – ask if local printer will sponsor and produce these to be displayed across town. |
| 1pm | Steward to escort Matt Lane’s van back along Market Street to enable set up of DJ equipment and snow machine on stage. |  |
| 2pm | Safety Briefing – Town Hall  Arrival of SparkX Team to facilitate switch-on. |  |
| 3-6pm | Matt Lane DJ outside Town Hall with Christmas Party Songs and Party Games, plus snow machine if weather permits. |  |
| 4:00- 4:20 | Choirs for Good to perform at Frogmore Street, in front of Nicholls/That’s Lovely That |  |
| 4.15-5.15 | Borough Band to perform on St John’s Square |  |
| 4.00 | Parade Starts with sleigh pulling into Frogmore Street |  |
| 4.00-5.30 | Xmas Lights Switched On 4:00pm – Collection of Mayor and Father Christmas from Cable News on Frogmore Street, Mayor to switch on lights for Frogmore St, then with Father Christmas and Mayor in Sleigh, move off to travel from Frogmore Street (Nicholls) whilst Choirs for Good entertain spectators, and head towards Cibi Walk.  4:20pm – Mayor and Father Christmas to pose for selfies at the Christmas tree and Bauble in Cibi Walk – Sleigh will wait outside Cibi Walk, whilst Mayor and Father Christmas take in \*\*\*\*\*\*\*\*\*\*\*\*\*\*\* performing at Cibi Walk.  4:50pm – Mayor and Father Christmas to parade with Cadets from Cybi Walk to St Johns Square, welcomed by The Borough Band. Selfie and switch on.  5:10pm – make way to Town Hall.  5:20pmFinal switch on at Town Hall outside with Matt Lane. Final countdown and switch on by market entrance.  5:30pm – Mayor and Father Christmas to get back into sleigh to go off towards The Angel Hotel. Disembark sleigh at hotel, and allow sleigh to leave pedestrianised area, close gates back up to allow crowds to disperse before road re-opens. | Choirs for Good Confirmed  Choir needed for Cibi Walk  Borough Band Confirmed  Matt Lane Confirmed |
| 6pm | Roads to be re-opened across town.  Collect in A-boards  Stewards to check all barriers are brought back in from each switch-on location (this will be the responsibility of the lead steward for each area) | Check MCC operative available to re-open road at 6pm |
| 6:30/7pm | Take down staging | 4 volunteers required to assist market assistant on duty to take pieces back through the hall. |

STEWARDS: ATC: SANDRA ROSSER, JAX P, JAY S, GETHIN JONES, GARETH WILDE,

ROTARY: ROBERT PARKER,

ROUND TABLE: JAKE AND GAVIN (DAN DRIVING TOW FOR SLEIGH) TBC

RBL VETERANS:

ADDITIONAL VOLUNTEERS: BRANDON JONES, AMANDA SMITH,

YFBC – REINDEER ON WHEELS TO JOIN PARADE?? TBC WITH LUCY HYWEL

ROUND TABLE: SLEIGH TO BE TOWED FROM STORAGE TO BE AT FAIRFIELD CAR PARK/PARK ROAD AT 4PM.

STEWARD TO CLOSE BAKER STREET AT THIS TIME, TO ALLOW FOR THE SLEIGH TO BE BROUGHT INTO FROGMORE STREET PAST TESCO AGAINST TRAFFIC FLOW. REMOVE CLOSURE ONCE SLEIGH MOVES ON TOWARDS CIBI WALK. STEWARD TO MOVE ON TO ST JOHNS SQUARE TO CLOSE NEVILL STREET FOR SLEIGH’S ARRIVAL ON ST JOHNS SQUARE, AND RE-OPEN ONCE SLEIGH MOVES TOWARDS HIGH STREET.

COLLECTION BUCKETS: 2 BUCKETS TO BE WITH CHOIRS FOR GOOD. 1 BUCKET AND TWO COLLECTION TINS WITH PERFORMERS IN CIBI WALK. 2 COLLECTION BUCKETS WITH BOROUGH BAND. REST WITH MATT LANE AT TOWN HALL.

NEED TO ASK ROTARY AND OTHER GROUPS IF THEY HAVE COLLECTION BUCKETS THAT WE CAN BORROW FOR THE EVENT.

VOLUNTEERS FOR PARADE TO MEET ON DAY AT 2PM TO GO THROUGH SAFETY BREIFING – THIS WILL INCLUDE RADIO CHECKS.

ST JOHNS AMBULANCE – REQUEST SUBMITTED TO HAVE FIRST AID COVER AT EVENT 3PM – 6PM. WAITING FOR CONFIRMATION AND COST.

THE MEDIA AGENCY WILL BE FILMING ACROSS THE EVENT.

FATHER CHRISTMAS – CHECK AVAILABILITY . . . . . .