



St Stephen's Church CHRISTMAS TREE FESTIVAL 2017



Friday 1 December - Sunday 3 December 2017
[set up Thursday 30 November | take down Monday 4 December]

Opening Times: Friday 1, 10.00 am - 7.00 pm
Saturday 2, 10.00 am - 5.00 pm
Sunday 3, 1.00 pm - 5.00 pm

Information and frequently asked questions

To register: Please complete the form on page 4. If you have any further questions or would like an electronic copy of the form, please contact Rachel Witham, 01594 719438 / 07540 775179 or rachel@cinderford-churches.org.uk

SO WHAT IS A CHRISTMAS TREE FESTIVAL? A lot of Christmas Trees in one room and an opportunity for the whole community to come together. Groups, schools and businesses alike participate, by owning and decorating a Christmas Tree; demonstrating under one roof, the diversity of talents and services we have on our doorstep. What better time to do this than at Christmas, and what better way to express it than through the visual impact of Christmas Trees?

WHY ARE YOU DOING THIS? At St Stephen's we love Cinderford and its people. We want to open our doors for friends and neighbours to come together and celebrate the diversity we have among us, and to promote local community enterprises; initiatives; services; talents and gifts.

WHERE WILL THE TREES BE? Inside St Stephen's, around the church in various places. We will have space for around 50 trees.

WHEN IS THE FESTIVAL? The Festival will be open on Friday 1, Saturday 2 and Sunday 3 December. You are also welcome to join us for our regular Sunday church service, sat amongst the trees, at 11.00 am.

DO I NEED TO PROVIDE MY OWN TREE? Yes. There will be spaces for small trees, medium trees and large trees. The majority of spaces will be for medium trees with a base (or the widest part of the tree) of around 1m (approx 3 ft).

Your tree can be real, artificial or created from something entirely unique (possibly relevant to your business / group).

WHEN WOULD I NEED TO SET UP? Setting up will take place on **Thursday 30 November. Church will be open for setting up from 1pm – 7pm.**

WHEN WOULD I NEED TO CLEAR AWAY? Trees should be **removed on Monday 4 December between 1 pm and 7 pm.** Please note that setting up / taking down of the trees is necessary within the times stated; due to other church activity prior to, and following the Festival. If this is a major problem, please do get in touch to discuss possible options.

DO I NEED TO DECORATE MY TREE ACCORDING TO A SET THEME? No. Anything that represents your group or business (and is appropriate for a church setting and all ages to view).

CAN YOU GIVE SOME SUGGESTIONS/IDEAS? Of course..... Pubs could decorate with bottle tops and beer mats; your group could hang little framed pictures of your members; a walking group could use miniature walking boots / maps / drinks container / binoculars; a bakery - miniature cakes. Or you can make your tree from something that represents your business / organisation!

Be as creative as you can, to either advertise or depict who you are, or what you do. If you want to chat through some suggestions relevant to you, by all means contact Rachel.

HOW WILL PEOPLE KNOW WHO THE TREE BELONGS TO? You can place a card / sign to stand at the base of your tree so that people can see the relevance of your decorations. [If you forget, we will make one for you.]

CAN I SPECIFICALLY ADVERTISE MY BUSINESS/GROUP? Yes by all means. This is a fantastic advertising opportunity - business cards / information / vouchers can also be left at this point for people to pick up.

AM I EXPECTED TO MAKE A DONATION? It would depend on the nature of your organisation. We are asking that any businesses / individuals that are using their tree to sell items make a donation of £5. If you are a school, community group or charity, a donation would not be expected.

CAN WE USE ELECTRIC TREE LIGHTS? Yes. Any lights that require mains electricity will be subject to a visual inspection to make sure they are in good order. Not all trees will be near a mains socket though, so it would be great if some people can use battery powered lights. It would also be advisable to bring an extension cable, also subject to visual inspection.

We also ask that you do not use flashing or musical lights as these may be distressing to some visitors.

Our insurance company has ruled out candles (that are lit) on trees!

WILL THERE BE OTHER BUSINESSES/GROUPS OF THE SAME TYPE?

Whilst we are trying to target as much variety as possible, we want to offer the same opportunity to participate to all groups and businesses within our locality. This could mean that there would be similar types of organisations / groups as yours; but it is very probable that no two trees will be decorated alike. That said, we will try our best to place trees from similar groups / organisations away from each other.

IS THERE ANYTHING ELSE HAPPENING THAT WEEKEND? We are hoping to organise a small programme of events which will be advertised nearer the time, including carol singing. Refreshments will also be available whilst the church is open to view the trees.

SOUNDS GOOD - HOW CAN I PARTICIPATE? Please return the registration form with your donation [where applicable] to Rachel Witham, c/o The Vicarage, St Annal's Road, Cinderford, GL14 2AS. [If you prefer to be paper-less, please email Rachel at rachel@cinderford-churches.org.uk for an email copy of the registration form.] Please return ASAP.

ST STEPHEN'S COMMITMENT TO YOU... SECURITY Whilst we are not able to accept liability for your tree, decorations and possessions, we will however guarantee to have a rota of church members in attendance during all advertised 'opening hours'. The church building will naturally be locked when no one is in attendance, and overnight.

ST STEPHEN'S COMMITMENT TO YOU... ADVERTISING We will endeavour to advertise the event extensively, so that the festival is well visited. We also ask that tree holders would promote the event as much as possible, to ensure its success.

REFRESHMENTS will be available in the church building throughout the Festival.



St Stephen's Church

CHRISTMAS TREE FESTIVAL

2017



REGISTRATION INFORMATION

Please return ASAP.

I have read all necessary details and am aware that I need to provide my own tree and be responsible for decorating it in a style appropriate to my community group, school or business. I understand that I must arrange for my tree to be **put in place on Thursday 30 November [1pm - 7pm]** and **taken down on Monday 4 December [1pm - 7pm]**.

Name of group/school/business.....

If it is not obvious from the name [above], please elaborate on the nature of your group/business.

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Contact name:

Contact Telephone Number [land and mobile]:

Email address: [please write clearly]

Postal address:

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I would prefer a space for a LARGE TREE / MEDIUM TREE / SMALL TREE

(There will be most spaces for small or medium trees - those that are 1 m or less at the widest point)

I would like to bring electric lights YES / NO

(if possible and subject to a visual inspection of lights and extension cable)

£5 donation enclosed [only if planning on using tree to sell items]

Thank You. Please return to: **Rachel Witham, c/o The Vicarage, St Annal's Road, Cinderford, GL14 2AS.** If you prefer to be paper-less, please email Rachel at rachel@cinderford-churches.org.uk for an electronic copy of the registration form.

Please return ASAP to secure your space.