

**Christmas Lights Switch-On
Actions from Meeting on 27/07/22**

Contact Koast Radio to ask if they can do the event from 3:30 until 6:30 with full PA and MC throughout. Check their system and speaker capacity in case equipment is required. Seek cost from Koast as we would expect to pay.

[Koast have confirmed their attendance, cost £150.](#)

Contact Graham (who has provided support in the past) to advise that we are using Koast as we want PA and MC support with onstage entertainment throughout the event.

[Stephen has spoken to Graham and explained we are using Koast.](#)

Confirm the maximum size of available stage in the usual area. Is the staging from YMCA sufficient, or do we need an alternative?

[Stephen and Mark have measured for maximum stage area.](#)

Contact Sea Solutions to confirm the costs of providing market stalls and gazebos, and their capacity on the date.

[NCC providing 15 gazebos, put up and take down on the day. Cost to be agreed.](#)

Book Santa Claus: for the whole event with a period on the stage (30 mins) and a period in the crowd, and then on the stage for the countdown at 6pm

[Morpeth Lions requested to attend with Santa and Sleigh. TBC](#)

Face Painter???? Queuing and not enjoying event TBA

Excel Contact list for:

Station Road Traders (when is British Volt opening?) [19/08/22 delivered letter to all traders. Spread sheet created to list those taking part in festivities.](#)

Community Groups – stall?

Sports Clubs – stall?

Schools – musical arrangement for video?

[All letters sent](#)

Letter to the Station Road Traders to ask them to stay open, see if anyone wants support with an activity or promotion, as them to dress window, introduce the Christmas Trail (stickers)

[Response so far:](#)

[L A Clothing, Stu & Martin's, CEX, Sense and Salvation Army all confirmed support with Christmas trail.](#)

Letter to Community Groups and Sports Clubs to ask if they would like to support the event. Suggest a stall and give options of what they could do.

[Letters have gone out to community groups, schools and sports clubs. So far confirmed:](#)

[Ashington Co-op – free mince pies and non-alcoholic mulled wine](#)

[Real Deal Plus – Christmas Wishes Tree](#)

[Ashington Children's Centre – Christmas craft activity](#)

[Ashington RSV Social Care – Cakes and biscuits](#)

Write out to schools to ask if they would like to record a piece of music/singing that could be used to accompany the video of the event afterwards – soundtrack to photographs.

[Letters have gone out to schools awaiting response.](#)

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Contact camera club to ask if they would be willing to take photographs (how many?), also ask Being Woman the same. Emailed Joy Ross, Ashington Camera Club, awaiting response.
Contact a possible adult choir to sign on stage. Wansbeck Music Society have confirmed attendance and will sing on the day.
Seek supermarket sponsor for selection boxes, Asda, B&M, Wilko, etc. Possibly give out at the end of Christmas Trail. Wilko have confirmed they will support with selection boxes.
Seek Co-op support for a free mulled wine (alcohol free) and mince pies stall, juice and biscuits Volunteers from the Co-op will be handing out free mince pies and non-alcoholic mulled wine.
Contact Panto to see if they would like an opportunity to be on-stage and to plug the panto. Free tickets/Buy Tickets for prizes. Left a message awaiting response.
Possible costume characters, or Elsa and Anna singing duo, or Mortal Fools may have an onstage piece.
Arrange meeting with Rob (YMCA) and Kiz (Mortal Fools)
Book First Aid, First aid booked. (St John's Ambulance)
Arrange Stewards (Town Council staff, Cllrs, NCC volunteers? Cadets, Running Club) Sea Cadets have confirmed they will assist with Stewarts.
Contact Amusement folk to see if there are any small kiddies' rides and how much they would be, as everything is free Contacted Peter Richardson, awaiting price.
Draft Event Notification done Draft Road Closure done Christmas Tree Ordered Police have confirmed attendance

Draft Timetable

3:30pm – Koast – getting everyone going, what is open, who is here, etc. etc.

4:00pm – Santa Claus entertaining on stage

4:20pm - Koast with interlude and repeat of who is here, what is coming, generating excitement

4:30pm – Act ????

5:00pm – Koast (as above)

5:10pm – Act ????

5:30pm – Koast (as above)

5:40pm – Act ???

6:00pm – Countdown to Christmas – Lights On

6:15pm – Civic Head address, final sign-song “We wish you a Merry Christmas’ and event close

All subject to change depending on who is available and at what time.