



Live on BBC Radio Leicester

7 - 8pm Monday 21 December 2009

NOTES FOR VENUES

Thank you for being part of the unique Sing Christmas interactive broadcast – the region’s big sing-along celebration. Thousands of people in pubs, clubs, community centres, care and residential homes and other venues across Leicestershire and Rutland will be joining in with the live broadcast carol service.

This year there will be many more Christmas carols to sing along with.

These notes are to help you make the most of the broadcast and ensure you know what will happen and what you need to do in advance.

HOW TO PREPARE

- Have a Venue Organiser
- Register your venue online at www.singchristmas.org.uk
- Download and print the free resources – invitations, poster, running order and song sheet
- Check in advance you can receive BBC Radio Leicester and play it out for people to sing along
- Get ready for the interactive elements by providing mincepies, Christmas crackers and drinks
- Support a charity
- Take photos on the night
- Let us know how it went

and most of all, have a great evening as you Sing Christmas.

Read on to find out more.

Venue Organiser

Someone will need to co-ordinate arrangements and make sure all the preparations are done for the event. Last year churches helped many venues with the preparation including advertising and sound equipment and were involved on the night. You may want to contact a local church.

Register your venue online

If you haven’t already, register your venue on www.singchristmas.org.uk, where you can indicate whether it is open to the public or not. Your venue will then be listed on the website and the Sing Christmas pages on www.bbc.co.uk/leicester. People will be invited to check online for their nearest public venue and go along.

Free Resources

All you need to advertise the event and give people on the night is available for downloading and printing from www.singchristmas.org.uk. See below. Everards pub venues should be supplied with resources direct from Everards.

Invitation Cards and Poster – these have space for you to add your venue details and you can choose which type of document to download.

PDFs – print and either handwrite your details or create a document with your venue details in the correct place and print this on to the invitations/poster.

Word documents – type in venue details before printing. The standard details will appear light on your screen but will print as normal.

Running Order – gives you a brief outline of all that will happen in the broadcast

Song Sheet – everyone will need a copy so they can sing along. There is also a large print version, and a Braille version is available on request. Contact Jeff Bonser on 01858 440624 or email jeff@singchristmas.org.uk. Thanks to Torch Trust for the Blind for producing these.

Slide Presentation - if you have a data projector and screen you can use the Song Sheet in slide form in a PowerPoint programme. People will then look at the screen to join in but some may want to use the printed sheet instead. Obviously you need to check that the room lighting can be adjusted so the image on the screen is clear but there is enough light for those using the Song Sheet.

Afterwards please destroy the sheets and erase the slides for copyright reasons.

Please don't use hymn books or other song sheets because carols come in a variety of versions and we don't want people singing different words / verses.

The Broadcast

The Sing Christmas broadcast on Monday 21 December 2009 can be heard on BBC Radio Leicester on either 104.9 FM or DAB digital radio or via the web on www.bbc.co.uk/leicester.

This year there will be many more carols to sing along with and less speech. For the latest news about the content and who is taking part see www.singchristmas.org.uk

Radio reception – use a good quality radio receiver and check well in advance that the radio reception is clear. If the room is relatively small, a large portable radio may be sufficient. Position it centrally and on a stand so it is not obscured. Do not place it on the floor. Larger rooms will either need a hi-fi system or a radio tuner connected to a public address system. In a pub the existing sound system will probably be used but this needs to be set louder than for background music. Additional equipment may be needed. Try and use the best system you can. In previous years several venues reported that the sound level was not loud enough for the number of people who took part, so check in advance.

Timings – the carol service will start at 7pm and last for one hour. It will begin with a welcome, leading straight into the first carol. If you want to welcome people yourself in your venue, please do so just before the 7pm start.

Broadcast Venue – the broadcast will be live. See www.singchristmas.org.uk for news of the venue.

Presenter - the host for the broadcast will be Sandra Herbert, former religious producer of BBC Radio Leicester and Chair of the Leicestershire Churches Media Trust.

The Theme – at the heart of the carol service is the real Christmas story. The theme this year is Christmas past, present and future expressed through music, stories, activities, short prayers and a brief Christmas Thought by Revd Dianne Tidball, Regional Minister Team Leader of the East Midland Baptist Association.

Music – there are 12 well known carols to sing along with and each will begin with a line of musical introduction. A choir will lead the singing accompanied by the Salvation Army Band from South Wigston. You may want to involve a local choir or church singers at your venue to help people sing along. Please do not arrange any musical accompaniment, this is provided in the broadcast.

Interactive Activities

There are three interactive elements in the broadcast – see below. These will be explained and people invited to take part. Instrumental music will be played during them. You need to prepare in advance for these by providing food, Christmas crackers and drinks.

☆ **Share food** – provide food such as mincepies, biscuits or chocolates

☆ **Pull crackers** – give out crackers to pull

☆ **Drink a toast** – everyone will need a drink

Supporting a charity

Why not use the Sing Christmas event to care for others by collecting for a charity. This may be one you already support at your venue. Thousands of pounds were raised last year and many venues collected for Rainbows Children's Hospice. If you would like to help Rainbows this year telephone Dana Simons, Appeals Manager on 01509 638028 for details including a collecting box.

Let your local newspaper know

Tell your local newspaper you are hosting the Sing Christmas live broadcast and inviting people to come and sing along. We are issuing news releases to local and regional media but your contact could prompt a story.

Take photos

Let others see your Sing Christmas event in the Photo Gallery on the BBC web pages. Arrange for someone to take photos with a digital camera and email one or two to jeff@singchristmas.org.uk

Feedback

Let us know how it went. Email your comments to Jeff Bonser at jeff@singchristmas.org.uk

Remember those alone at Christmas

There may be people you know in your community who live alone and cannot get out much or at all. How about taking the Song Sheet to them with an invitation to tune to the broadcast in their home.

We hope you have a great Sing Christmas celebration and wish you all a very Happy Christmas.

Sing Christmas is organised by the Leicestershire Churches Media Trust in partnership with BBC Radio Leicester and Churches Together in Leicestershire.

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01858 440624
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www.singchristmas.org.uk

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