



Live on BBC Radio Leicester

7 - 8pm Monday 19 December 2011

NOTES FOR VENUES

Thank you for being part of the unique Sing Christmas interactive broadcast – the BBC Leicester Big Christmas Sing. Thousands of people in pubs, clubs, community centres, care and residential homes and other venues across Leicestershire and Rutland will be singing along with the live interactive carol concert.

The emphasis is on singing the most well-known traditional Christmas carols. You will be invited to text the BBC during the broadcast to get your venue mentioned. Many venues have a party 'around' the broadcast and celebrate before and/or afterwards with crackers, mince pies etc.

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
- Text the BBC during the broadcast for a mention on air
- 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 Sing Christmas website. 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 will be available for downloading and printing from www.singchristmas.org.uk. See below.

Invitation Card 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 will also be a large print version, and a Braille version available on request. Contact Jeff Bonser on 01858 440624 or email jeff@singchristmas.org.uk. Thanks to Torch Trust 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 19 December 2011 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. There will be ten carols to sing along with and short speech items

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 from St Martins House in Leicester.

Presenters - the hosts for the broadcast are BBC Radio Leicester's Dave Andrews and John Florance.

Contributors – at the heart of the carol concert is the real Christmas story told by national and local celebrities. Bishop Christopher Boyle, Assistant Bishop of Leicester, will give the Christmas Thought.

Music – there are 10 popular traditional carols to sing along with - Hark the Herald Angels Sing, O Little Town of Bethlehem, Silent Night, Away in a Manger, While Shepherds Watched, Joy to the World, In the Bleak Midwinter, We Three Kings, Once in Royal David's City and O Come All Ye Faithful. Each will begin with a line of musical introduction and be led by the choir of St Thomas Church, South Wigston accompanied by the Wigston Brass Ensemble. 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 – text BBC Radio Leicester during the Sing Christmas broadcast to get your venue mentioned on air. Text 81333 putting 'LEICESTER' at the beginning of your message. Shout out when you get a mention !

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.

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. News releases will be issued 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 BBC Leicester and the Leicestershire Churches Media, in partnership with Churches Together in Leicestershire.

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