



**Live on BBC Radio Leicester**

**7 - 8pm Monday 17 December 2018**

## **NOTES FOR VENUES**

**BBC Radio Leicester 104.9 FM, DAB and [www.bbc.co.uk/radioleicester](http://www.bbc.co.uk/radioleicester)**

**Thank you for being part of the unique Sing Christmas interactive broadcast – the BBC Radio Leicester Big Christmas Sing. Thousands of people in pubs, clubs, community centres, care and residential homes as well as 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. Text 81333 putting 'LEICESTER' at the beginning of your message. 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](http://www.singchristmas.org.uk)
- Download and print the free resources – invitations, poster, running order, 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 if you so wish
- 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 who will be delighted to help.

## Register your venue online

If you haven't already, register your venue on [www.singchristmas.org.uk](http://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](http://www.singchristmas.org.uk). See below.

**Invitation Card and Poster** – these have space for you to add your venue details. They are “interactive pdf” files which means when you open them up, you can type in your venue before printing. There are 2 versions of the poster - one with a photo and one without. Bear in mind that if many ‘photo’ posters are being printed it could become expensive! As well as colour versions you have black and white options too.

**Song Book** – Everyone will need a copy so they can sing along. A5 and large-print A4 versions are available – in both colour and ‘black and white’. *A Braille version is available on request. (Contact Andrew Fewster, email [andrew.fewster@bbc.co.uk](mailto:andrew.fewster@bbc.co.uk). Thanks to Torch Trust for producing these).*

We're also providing the carol lyrics ‘solus’ as a separate A4 pdf file.

**Slide Presentation** - If you have a data projector and screen you can use the Song Sheet in slide form as a powerpoint presentation. Singers can then look at the screen to join in... but some may still want to use the printed sheets instead. Obviously you need to check that the room lighting can be adjusted so the image on the screen is clear while still providing enough light for those using the Song Sheets.

**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 and being confused!

## The Broadcast

The Sing Christmas broadcast on Monday the 17th December 2018 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/radioleicester](http://www.bbc.co.uk/radioleicester). There will be eleven carols to sing along with this year.. and short readings of the Christmas story read from the Bible. The event will be presented by Radio Leicester Presenters.

**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 the Grand Hall at St Martins House in Leicester. If you would like to see what St Martins House looks like inside go to [www.stmartinshouse.com](http://www.stmartinshouse.com) and follow the google-style tour up the stairs and into the hall.

**Music** – there are 11 popular traditional carols to sing along with this year. Each will begin with a line of musical introduction and be led by a children's choir and a 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 if you get a mention!

### **Supporting a charity**

Why not use the Sing Christmas event to care for others by collecting for a charity. There may be one you already support at your venue.

### **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. Your contact could prompt a story.

### **Take photos**

Let others see your Sing Christmas event in the Photo Gallery. Listen to the broadcast for instructions on where to send these.

### **Feedback**

We take note of all the feedback we get on Sing Christmas. Let us know how it went. Email your comments to [andrew.fewster@bbc.co.uk](mailto:andrew.fewster@bbc.co.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 Radio Leicester and Leicestershire Churches Media, in partnership with Churches Together in Leicestershire.

Leicestershire Churches Media Trust  
info@singchristmas.org.uk  
www.singchristmas.org.uk

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