

FESTIVAL OF CHRISTMAS TREES SPONSOR INFORMATION SHEET

HOLY CROSS CHURCH UCKFIELD

(REGISTERED CHARITY NO. 1137746)

FRIDAY 6TH, SATURDAY 7TH & SUNDAY 8TH DECEMBER 2018

Please find below everything you need to know about becoming a sponsor for this year's Festival of Christmas Trees at Holy Cross Church

The Festival will be open to the public and will be widely advertised. Musical entertainment in the church will add to the festivities as well as many seasonal treats available in the Belmont Centre such as gifts, children's crafts, face painting and refreshments. Admission to the Festival is **FREE**, however donations are greatly appreciated and will be distributed to **Holy Cross Church with a donation also made to The Children's Society**.

As mentioned in the initial email a couple of weeks ago, we ask for a donation of **£40.00 per tree** (£35.00 for registered charities) which is to help meet the costs of purchasing the trees along with installation and production costs. If you pay income tax, then **GIFT AID** is encouraged and greatly appreciated! Payment can be made by cheque, cash or BACS transfer.

WE DO ENCOURAGE NEW & CREATIVE IDEAS TO ENSURE THE FESTIVAL REMAINS ORIGINAL AND TO ENCOURAGE VISITORS YEAR AFTER YEAR!

IF YOU WANT TO TAKE PART... BE QUICK!

We are anticipating an extremely high uptake to this invitation and to be *fully booked* within *just a few days*, so if you wish to take part please do not delay in replying to secure your tree!

Please be aware that we offer trees on a **STRICT FIRST COME FIRST SERVED** basis and will be unable to hold any spaces without the booking application form completed and returned **WITH** payment.

IF YOU DO NOT WISH TO TAKE PART... PLEASE LET US KNOW

If you do not wish to have a tree with us this year, it would also help us greatly if you could let us know with a quick email or phone call, so that we are aware you received the letter but do not wish to take part.

DECORATING YOUR TREE

The decorations you choose can reflect the theme or aspects of your organisation and is an opportunity for you to publicise the nature of your activity to the thousands of visitors that attend the Festival.

Trees can be decorated on **THURSDAY 5TH DECEMBER 8am – 5pm**

The trees and wooden log bases will be provided by Holy Cross Church along with access to **ONE 13amp power supply**.

We ask that **LED lights only** are used and that all decorations including tree lights are securely fastened. Please **DO NOT USE BATTERY OPERATED LIGHTS**.

YOUR TREE LOCATION

Your tree location will be identified by a number and this will appear in the printed programme alongside your name, or the name of your organisation. There will be space available around your tree for you to advertise and display literature. For those who have taken part in the Festival previously we do try to alternate where your tree will be located to ensure that, if you were upstairs last year you will be downstairs this year.

SAFETY

Please consider your own safety when in the church and please do seek assistance if required. The organisers will take reasonable care of the trees; however, you are to be aware that the safety of your lights and decorations remain your responsibility. During the Festival, stewards will be on duty at all times and will exercise care for the visitors.

AT THE END

At the end of the Festival, the tree becomes your property and responsibility and can, therefore, be removed from the church on either **SUNDAY 8TH DECEMBER 5.30pm-6.30pm** or **MONDAY 9TH DECEMBER 8am-11am**

CAN YOU HELP?

It takes an incredible number of volunteers to ensure that the Festival can go ahead each year, from the installations to the catering and of course, stewarding the church over the course of the weekend, ensuring safety and security to both the trees and the visitors. If you can help with stewarding we would very much appreciate any support, even if you are only able to offer an hour of your time.

Alternatively, you may be able to donate a prize towards our Christmas Prize Draw which is a big focus of the Festival. All donations will be listed in the programme along with the companies they came from.

**If you can help with stewarding or have any queries please contact
Sarah Widdowson, Festival Organiser
07906 727 417 or sarahwiddowson@hotmail.co.uk**

***We look forward to welcoming you to this festive celebration
either as a sponsor or a visitor!***