



Live on BBC Radio Leicester

7pm Thursday 20 December 2007

NOTES FOR VENUE LEADERS

Thank you for being part of the unique Sing Christmas interactive broadcast – the largest celebration in the region, if not the country. Thousands of people in pubs, clubs, community centres, care homes, churches and other venues across Leicestershire and Rutland will be joining in with the live broadcast carol service from the Everards pub, The Cradock, in Knighton.

These notes are to help you make the most of the carol service and ensure you know in advance what will happen.

Firstly, appoint a Venue Leader to co-ordinate arrangements and ensure everything is prepared for the event.

FREE RESOURCES FOR YOU

These are listed below and can be downloaded from the Sing Christmas section of the website www.bbc.co.uk/leicester/faith. Everards pub venues should be supplied with resources direct from Everards.

Invitation Cards and Poster

These can be personalised with your own venue details. You have a choice of Adobe Acrobat PDFs or Word documents. To use the PDFs, print out the documents you require and then write in the space provided your venue details. In the Word documents, type in the venue before printing out. You could use a domestic printer for A4 posters but for anything larger such as A3 you may need to go to a local print shop.

Document sizes are:

Invitation Cards (4 to A4 page): Word 1.8MB, Acrobat PDF 176KB

Poster (1 to A4 page): Word 228KB; Acrobat PDF 228KB

Carol Service Sheets and Slide Presentation

Order of Service is a single A4 side giving you a brief outline of what will happen including the titles of the carols.

Carol Service Sheet is for everyone, so they can join in. This is six A4 sides which can be printed or photocopied back to back to make three A4 sheets.

Slide Presentation

If you have access to a data projector and screen you can use the Carol Service Sheet in slide form in a PowerPoint programme. People will then look at the screen to join in but some people may 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 but there is sufficient light for those using carol sheets.

Afterwards the sheets must be destroyed and the slides erased for copyright reasons.

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

THE BROADCAST

Radio Reception

You will need a good quality radio receiver tuned to BBC Radio Leicester on either 104.9 FM or DAB digital radio. Check in advance that the radio reception is clear, and tune in soon after 6pm ready for the 7pm broadcast.

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. Try and use the best system you can. Last year several venues reported that the radio used was inadequate for the number of people who took part.

Timings

The broadcast will start at 7pm on Thursday 20 December and will last for one hour. It will begin with a welcome, leading straight into the first carol. If you want to welcome people yourself, please do so just before the 7pm start.

The programme for the hour beforehand will set the scene at The Cradock and promote the service.

Presenters

The hosts for the broadcast will be Sandra Herbert, former religious producer of BBC Radio Leicester and Chair of the Leicestershire Churches Media Trust, and Dave Andrews from BBC Radio Leicester.

The Theme

At the heart of the carol service is the real Christmas story. This year we are thinking about the different people who played a crucial role in all that surrounded the birth of Jesus Christ 2000 years ago, AND how important we all are to God in today's very different world. The story will be told through Bible readings, music, interviews and a Christmas Thought.

Music

There will be a selection of well known carols for all to join in, led by members of the International Praise Choir, linked to Christian Praise, accompanied by the Salvation Army Band from South Wigston. Each carol will begin with a line of musical introduction.

Prayer

A brief responsive prayer will be included.

Interactive Activities

There are interactive elements that link with the theme. At specific points the activities will be explained. Here are the items you will need to provide or prepare for:

☆ Food to eat such as chocolates, mince pies or biscuits.

☆ Voting for favourite characters in the Christmas story. Arrange in advance for someone to shout out (or whatever is appropriate in your venue) the names of characters involved in the birth of Jesus. People can then vote by raising hands. It's only fun and you will have a very short time to do this, so don't over-prepare and you needn't count.

☆ Crackers to pull.

☆ A star, included on the carol service sheet, for people to think about / write on who is a 'star' for them (no preparation needed).

☆ Drinks to join in a toast towards the end.

RAINBOWS CHILDREN'S HOSPICE

Sing Christmas is supporting the BBC Radio Leicester Ruby Rainbow Appeal and we hope you will have a collection box at your venue. Please call BBC Radio Leicester reception on 0116 251 6688 to arrange this.

PHOTOGRAPHS AND FEEDBACK

We would like to have photographs of people listening to the radio and joining in at your venue – and are keen to know how it went. Would you arrange for someone to take photos, ideally using a digital camera. Please email two or three, together with your comments about the event, to Jeff Bonser at jeff@singchristmas.org.uk. Thank you.

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 Carol Service Sheet to them with an invitation to tune to the broadcast in their home.

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

We hope you will enjoy this new and unique way to host a carol service and would like to wish you all a very Happy Christmas.

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BBC Radio Leicester 104.9 FM, DAB and www.bbc.co.uk/leicester