

Meeting	Community Development Committee
Date	7 th October 2025
Report Title	Christmas Extravaganza Proposal
Agenda Reference	
Author	Liz Matthews – Marketing & Events Co-ordinator

Christmas Carnival '25 – Light up the parish with a carnival of festive fun!

When	Friday 5 th December 24, 4pm - 7pm+
Where 1st Choice	Haydon centre main sports hall and car park
Community Programme	Christmas Market, light parade to include as many community groups and schools as possible.
 Budget: £3,000.00 Sponsorship required too	
What	Following on from the success of last year and community appetite for more. We would like to organise another Christmas event that factors in an indoor warm space and outdoor activities and engagement. Continuing with a festive carnival feel and incorporating ELF the movie themes. To encourage community inclusivity, inviting schools, churches and community groups to take part in a Lantern parade/display with carols. With entertainers to enhance the parade visually potentially with stilt walkers, led light performance. Alternatively Light parade: at 7pm from GLL to St Johns for Carols at 7.15pm led by schools/carol singers/rangers. Then... in the car park: • Street food stalls & Fandangoes Bar • Funfair. • Giant Snow Globe



	• Donkey • Carols by lantern light • ELF the movie scenes including Candy cane forest gazebo entrance, New York skyline light display, inflatable snowman etc)  In the Sports Hall: • Tabletop market stalls • Live music stage • ELF the movie projection • Children's craft zone • Tree • Lego activity/display • Lantern display
How will we promote this	• School assemblies, groups, church networks, media • Visually: • Magazine • Banners/posters in key areas • Social media: develop a set of videos to promote and explain. • Website.
How will we gain sponsorship / Income	Approach local small/medium businesses, magazine ads, social ads.
Visual set up	Festoon lighting supplied by Fandangoes around the car park area allocated to event. Elf scenes set up against GLL wall and back lit. Gazebo with candy can forest entrance flowing into the paper chain and paper star bomb gazebo tunnel. Team elf costumes
Resourcing	Having enough volunteers could be a problem at this time of year. The event will be organised to have contractors facilitate all stalls/food/funfair. GLL staff on hand to set up hall using their tables and chair and staging.
Why/Rationale	• Pride in community – celebrating why Haydon Wick is a desirable place to live and work. • Understanding what we do well – Parks & open spaces, loneliness & inclusion. • Developing 'diversity' in our inclusive offer – the inbetweeners 45-65s, the cultural diversity in the parish • Building on partnerships with business in our community
Risk Considerations	Weather Resourcing Location complaints

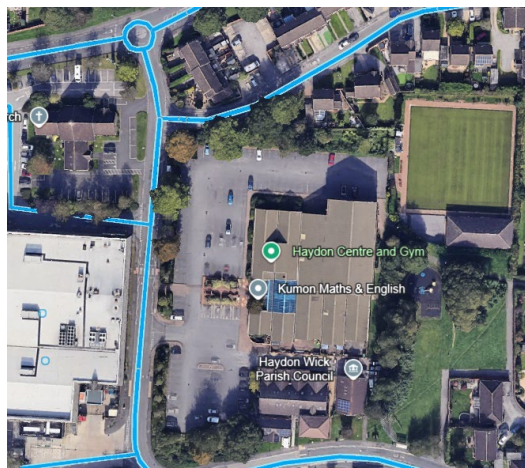


2024 Costs

Entertainers	1,250
Donkey	595
Lights and Umbrellas	422.59
Star lights	74.24
SBC Road Closure	232
Willsecure	162
Fairground Organ	300
Swindon Event Services (PA)	250
Premier Print Banner and rigid poster prints	167.54
Fandangos - Festoon Lighting	179
Afternoon Choir	50
St Johns	276.4
Stall income	-230
Generator (allow £100) Affleck supplied	0
Specsavers sponsorship	-250
Total:	£3,958.77

Proposed 2025 Costs. Starting budget £3,000.00

PA hire	£250
St Johns Ambulance? (Ctr staff first aid trained) LM to check need	£250
Will secure (bar)	£200
Movie Licence	£90
Music Licence Annual Cover	£0
Hall hire	£544.32 (9hrs)
Marketing materials	£200
Total basic costs	c£1484.32
Entertainment:	
Festoon Lights Fandango agreed trade for pitch	£0
Donkeys	£595
Lantern kits: Battery team lights / hole punch / wire. 100 pk tea lights £22.00. Single Hole punch x 3, £2.50. 4pk jute £6 = packs of 25 = £7.62 per kit. Add in tissue paper? £5.00 glue sticks? Allow £10 per kit Kit includes: 25 tea lights, single hole punch, twine, tissue paper/glue sticks x 4, stickers	Allow £200
Solar spotlights for light trail. Amazon link £50 for 8 lights Allow	£100.00
Entertainers –Buddy Elf & Candy Cane Stilt walkers	£780
Entertainers - Choirs	Allow £200
Giant Snow Globe	George Scarrott trying to source for us
Crafts / gifts	Allow £200
Total estimated budget required	£3,604.00





Booked

Entertainment

Stage area:

Good Afternoon Choir 4.30pm – 5.15pm

Cally 6pm – 7pm

Stilt Walkers Elf & Candy Cane 4pm – 7.15pm

Outdoors:

Salvation Army band from 7pm – 7.30pm

George Scarrotts Fun Fair

Fandango Travelling Bar/ festoon Lights