

CHECKLIST FOR CAROL SERVICE – 2012

FOR CONSIDERATION BY WORKING GROUP OF MEMBERS

	Item
1	Venue (Community Hall or Pub beer garden)
2	Date
3	Start time and finish
4	Selection of Carols
5	Selection of band to accompany Carol singing
6	Choir
7	Refreshments a) Venue b) Drinks containers (plastic or glass) c) Food to be served (keep it simple?)
8	Guest list
9	Master of Ceremonies
10	Design/printing of Carol sheets
11	Public address system
12	Publicity
13	Costs
14	Possible collection for local charity? The Parish Council has not identified a specific charity with which it wishes to be associated, but there may be a community project being undertaken by SPAG which may be an appropriate recipient.

Note: Although reference has previously been made to the “bucket” collection made at the Audlem Carol Service, the event is organised by ADAS (Audlem and District Amenities Society) which is a “not for profit” community organisation and the collection made is to defray the costs. It is suggested that for the Stapeley & District Carol Service, as local residents already pay additional Council Tax in respect of Parish Council services, it would not be appropriate to hold a collection to defray the Parish Council’s costs. This should be seen as a community event organised by the Parish Council to engage with its residents.