

Warwick Victorian Evening - Schedule

PLAN A (good weather)

Time	Duration	Where	Person Leading	Activity
6.00		arrive	Mike Rule	DAY BEFORE - Set up - Carousel
6.00		arrive	Peter McGeough	DAY BEFORE - Set up - Helter Skelter
		arrive	Glen Brazil	Wavelength arrive to set up stage area (to be ready for 4.30pm)
		arrive	Tim Boswell	Tim Boswell (BBC C&W) arrives
9.00		arrive		Liz Healey (TIC) arrives
10.30		arrive		PD arrives.
11.00		arrive		Adrian Bradbrok on site
12.00		arrive	Clint Bruder	Security team arrives (x2)
11.30			Pam Dunsdon	Collect Rose & Crown Vouchers
12.00			Clint Bruder	Deliver barriers to road closure points.
12.00			Clint Bruder	Set up barriers around stage.
1.00		arrive	Rotary Club	Stewards arrive to man barriers + road closure
1.00			Rotary Club	LOCK DOWN - Road Closure in place
1.00 - 3.00		arrive	Simon Widdowson	Set up stalls
1.00		arrive	Joan Danter	Set up - Children's Train Ride
1.00		arrive	Laurence Harper	Set up - Victorian Children's Horses
1.00		arrive	David & Karol Hooper	Set up - Penny Arcade
2.00		arrive		David Butler & Ian Kirkwood & Helen Meeke
3.00		arrive		Steam Traction engine (Michael Davies / Peter Wilson / Tony Atkins)
3.00		arrive		Helen Wild
3.00 - 4.00		arrive	Paul Gibbs	Fosseway Hire - set up power & lighting
3.00 - 4.00		arrive	Pete Collins	Set up - Birds of Prey
3.00		arrive		Prof Pete Milsom - Punch & Judy show (5-9pm)
3.30		arrive	Ken Ward	Set up - Hot Roast Chestnuts
3.30		arrive	Martin Damen	Set up - spoon carving demo
3.30		arrive	Brian Wells	Set up - Fair Organ
		arrive	PC Trent McMurray	Police - 3 Officers on duty during the day.
		arrive		Phil Rook - Inspection of stage
4.00		arrive	Bob Edwards	Set up - Ferret Racing (4 - 9pm)
4.00		arrive	Clint Bruder	Security team arrives (x3)
4.00		arrive	Helen Wild	PERFORMERS START TO ARRIVE
4.30		arrive		St John's Ambulance Team arrive. (Give them pack of info)
4.30		arrive	Rob Sommerville	Set up - Firespinners
4.30		arrive	Joe Davies	Set up - Fairground Organ 'Lady Wulfrun'
4.30		arrive		Bramley Horse & Carriage (5-8pm)
4.30		arrive		Liz Drake (photographer) arrives
4.30	(30 mins)		BBC C&W	SOUNDCHECKS
4.45		arrive		Warwick Castle actors arrive (x2)

5.00			Helen Meeke	Collect £21 each for Temporary Event Notices (from Thomas Oken Tea Rooms & Lucie Thomas)
5.00			Pam Dunsdon	VIP Reception at Lord Leycester Hotel
5.00	(1.15 mins)			Horse & Carriage Rides (5 - 6.15pm)
5.00 - 5.30		arrive		Graham Sutherland
5.00 - 7.00	(1 hour)		Pam Dunsdon	PROMOTOR SLOT: Warwick Arts Centre promoters arrive (x3)
5.00 - 6.30			Clint Bruder	Security Team to collect money from hawkers (give receipts)
5.00	(5 mins)	STAGE	Tim Boswell	****STAGE SHOW BEGINS****
5.05	(25 mins)	STAGE	Tim Boswell	Pandemonium Steel Orchestra
5.30	(15 mins)	STAGE	Tim Boswell	Wally Clown & Mime
5.30			Pam Dunsdon	Volunteer Briefing for Procession - St Mary's Church
5.45	(15 mins)	STAGE	Tim Boswell	Animated Dance School
6.00		arrive		Street Cleansing x 2 operatives arrive (6.00 - 9.00pm)
6.00			Pam Dunsdon	Start organising order of procession
6.00			Helen Meeke	Assist with procession
6.00	(5 mins)	STAGE	Tim Boswell	Can Can Dancers
6.05	(10 mins)	STAGE	Tim Boswell	University of Warwick's Opera Society - Hansel & Gretel
6.15	(5 mins)	STAGE	Tim Boswell	Can Can Dancers
6.20	(25 mins)	STAGE	Tim Boswell	Coventry and Warwickshire Gospel Choir
6.15			Pam Dunsdon	Procession gather at St Mary's Church
6.45			Pam Dunsdon	Procession leaves St Mary's Church
6.45	(10 mins)	STAGE	Tim Boswell	Cinderella with OTFM Productions
6.55	(5 mins)	STAGE	Tim Boswell	Procession arrives at stage - Town Crier welcomes the people and wishes seasons greetings before welcoming Santa and inviting the Mayor to say a few words (short speech & prize giving of Warwick Castle Annual Pass). Then Town crier counts down from 10...to switch on.
7.00		STAGE		***SWITCH ON***
7.00		leave	Pam Dunsdon	PROMOTOR SLOT: Warwick Arts Centre promoters leave (x3)
7.05	(20 mins)	STAGE		St Mary's Collegiate Church Choir
7.15	(45 mins)			Horse & Carriage Rides (7.15 - 8pm)
7.25	(5 mins)	STAGE		Can Can Dancers
7.30	(15 mins)	STAGE		Best Dressed Victorian Competition
7.45	(45 mins)	STAGE		Eastgate Brass
8.00			Helen Meeke	Pick up money from Horse & Carriage Rides (Northgate Street)
8.00		leave		Warwick Castle actors leave (x2)
8.30				***STAGE CLOSES***
			Rotary Club	Volunteer stewards re-open roads
		leave	Rotary Club	Volunteer stewards leave
8.00		leave		Security team leave (x2)
8.30 - 10.00	(1.5 hours)		Simon Widdowson	Stall holders pack up
9.00		leave		Prof Pete Milsom - Punch & Judy show (5-9pm)
9.00		leave		Liz Drake (photographer) leaves
9.00		leave		St John's Ambulance Team leave
9.00		leave		Street Cleansing x 2 operatives leave (6.00 - 9.00pm)

9.00		leave		Bob Edwards Ferret Racing (4 - 9pm)
9.30 - 11.00	(1.5 hours)		Simon Widdowson	Break down stalls
9.30 - 11.00	(1.5 hours)		Bertie	Break down power & lighting for stalls
		leave		Police leave
10.00		leave		Security team leave (x3)
10.00		leave		Attractions leave
10.00		leave		PD leaves

EQUIPMENT CHECKLIST

Hazard Tape x 2, Yellow Vests, Receipt Book, Receipts for Hawkers, Radios
Winter Events Guides

VOLUNTEERS FOR SWITCH ON

See separate list

**MISSING PERSONS / LOST CHILDREN: to be taken to stage and announcement made on stage.
Event Organiser to verify parents before releasing child.**

CCTV Control Room - 01926 456 912

WDC Emergency 24/7 - 07747 656 158

FIRST AID CONTACT - St John Ambulance on Market Place behind stage.

Christmas Lights Switch On

PLAN B (inclement weather)

Time	Duration	Where	Person Leading	Activity
6.00am		arrive		John Barker arrives.
6.00am	10.30	arrive	Russell Dean	Sketts arrive to set up barriers + road closure.
7.30am		arrive	John Stratton	Mercia arrive to set up stage area (to be ready for 11am).
7.30am		arrive		PD arrives.
10.00			Pam Dunsdon / Mercia	CUT-OFF POINT FOR PLAN A GOING AHEAD
10.00			PD	Cancel photographers
10.00			PD	Cancel Tandy UK (lighting + special effects.)
10.00			PD	Confirm Plan B with WDC Chair & Leam Mayor.
10.00			PD	Cancel St John's Ambulance Team.
10.00			PD	Cancel Spa Centre performers.
10.00			PD	Inform Police of change of programme.
10.00			PD	Confirm Plan B with the Sandwich Shop.
10.00			PD	Confirm Plan B with Tony Hall (Father Christmas)
10.00			PD	Confirm Plan B with Rotary Club representatives.
10.00			PD	Confirm Plan B with Karen Shortt, Macmillan Cancer Support.
10.00			PD	Confirm Plan B with Baptist Church Group.
10.00			PD	Confirm Plan B with Rev Jee.
10.00			PD	Confirm Plan B with Rev Anthony Orr.
10.00			PD	Cancel Volunteers - Welcome Team & VIP Team.
10.00			PD	Confirm Plan B with Volunteers - Switch On.
10.00			PD	Cancel security.
10.00			PieterD	Cancel refreshments.
10.00			PieterD	Place poster on Town Hall door.
10.00			SJW / DM	Cancel all performers.
10.00			PD	Inform Mercia of change of programme - to go out on air.
4.00			Pete Smith	Set up PA system + mics on Town Hall Steps
4.45			Pam Dunsdon	Volunteers for actual switch to meet at Town Hall.
5.00 - 5.15			PD	CIRCULATE CAROL SHEETS? - Security?
5.15 - 5.20	(5 mins)	TOWN HALL STEPS	Sue J Willis	Introduction of what TREE OF LIGHTS is about + introduction of Baptist Church Music Group.
5.20 - 5.23	(3 mins)	TOWN HALL STEPS	Sue J Willis	Sue welcomes on stage the WDC Chair, Rotary President and Rep from Macmillan Cancer Support who will say a few words.
5.23 - 5.27	(4 mins)	TOWN HALL STEPS	Sue J Willis	Sue introduces Rev Jonathan Jee to bless the tree.
		TOWN HALL STEPS		Baptist Church Music Group sing 3 verses of 'Silent Night'.
5.27 - 5.28	(1 min)	TOWN HALL STEPS		WDC Chair says a few words, then switches on Tree of Lights.
5.28 - 5.29	(1 min)	TOWN HALL STEPS	Rev Orr	Rev Jee welcomes back Sue J Willis.
5.29 - 5.30	(1 min)	TOWN HALL STEPS	Sue J Willis	Sue J Willis introduces Mayor to thank everyone. Sue then calls out Father Christmas & counts down to main switch on.
5.30		TOWN HALL STEPS	Sue J Willis	SWITCH ON

Warwick Victorian Evening - Promotional Material DISTRIBUTION INFO

Company	WVE - Poster (A2)	WVE - Poster (A3)	WVE Flyer (A5)	Lead Person - Circulation
Bonfire & Fireworks Event - Warwick Racecourse	0	0	1950	Warwick Rotary Club
Councillors Pigeon-Holes	0	0	0	Pam Dunsdon
Hill Close Gardens				Helen Meeke
Lord Leycester Hotel				Helen Meeke
Present Days				Helen Meeke
Warwick Arms Hotel				Helen Meeke
Warwick Castle				Helen Meeke
Warwick District Council (Riverside House) - Noticeboard & Reception	0	0	50	Helen Meeke
Warwick Racecourse				Helen Meeke
Other (businesses)			0	Helen Meeke
Tourist Information Centre (Court House)	0	2		Helen Meeke
	0	2	2,000	

CHECKLIST

Activity	Person Leading	Status	Details 2012
PLANNING DOCUMENTS / PAPERWORK		PENDING	
Complete Events Booking Form	David Butler	DONE	
Create Site Map of Layout	JOINT	DONE	
Circulate Site Map of layout	EMO	DONE	
Complete a Risk Assessment	EMO	DONE	
Create Evacuation Plan	EMO	PENDING	
Update Key Contacts List	EMO	DONE	
Circulate all documents to consultation list (Safety Advisory Group)	EMO	DONE	
Present to SAG	JOINT	DONE	
Issue Day Licence	WCC Legal	DONE	
Chase receipt of Method Statement, Risk Assessment & Public Liability Insurance from BBC Coventry & Warwickshire (re main stage & sound desk)	EMO	DONE	
Send WDC Public Liability Insurance & Risk Assessment	EMO	PENDING	
Collect Risk Assessments, Public Liability Insurance certificates & ADIPS Certificates from all attractions	EMO	DONE	
Collect Risk Assessments & Public Liability Insurance certificates from all performing groups	EMO	DONE	
Create Barrier List	EMO	DONE	
ATTRACTIONS		PENDING	
(A) Book Shire Jacket Potatoes		DONE	Tom spoken to him - he said he's booked through event men & goes in parking bay
(B) Book Penny Arcade	EMO	DONE	
(C) Book Jane Elizabeth Toffee & Fudge	EMO	DONE	Spoken with Maureen pencilled in for this year
(D) Book Hot Roast Chestnuts		DONE	
(E) + (H) Book Fair Stalls (x2) + Helter Skelter	EMO	DONE	Pete McGeough booked as previous years. Only bringing one children's ride to go on position E this year to free up space.
(F) Book Carousel	EMO	DONE	Booked. £750
(G) Book Steam Traction Engine		DONE	Michael unable to attend this year - have left message for Peter Wilson instead
(I) Book Fairground Organ 'Lady Wulfrun'	EMO	DONE	£130 Charge
(J) Book Hoop-La stall	EMO	DONE	
(K) Book Victorian Children's Train Ride	EMO	DONE	
(L) Book Static Display of Birds of Prey	EMO	DONE	£100 charge He needs an electricity supply.
(M) Book Furniture Weaver	EMO	DONE	Booked £150
(N) Book Artist Blacksmith	EMO	DONE	Booked.£300. need 8 barriers & electricity
(O) Book Firespinners	EMO	N/A	
(P) Book Hog Roast		DONE	
(Q) Book Fairground Organ 'Whitehead'	EMO	DONE	Booked £130.
(R) Book Ferret Racing	EMO	DONE	Booked £200 charge. Needs 30feet and 6 barriers
(S) Book Victorian Children's Horse Ride	EMO	DONE	£100 Charge
Book Spoon Carving Demo (stall no. 15)	EMO	DONE	£100 Charge
Book Pole Lathe Turning Demo (stall no.16)	EMO	DONE	Booked £140
Speak to Parking Enforcement re illegal parking on entrance to Market Square	EMO	DONE	Officers patrolling up to 4.30pm
Book Penny Farthing?	EMO	N/A	
Book The Big Wheel	EMO	N/A	
Book Bell Ringers at St Mary's Collegiate Church	EMO	DONE	Booked. Church bells will ring at 7pm. Carol Service at 8.45
Book Musicians for Smith Street / Jury Street	EMO	N/A	
Arrange Plan B (wet weather) for musicians	WDC	PENDING	Replicate last year - need to check with hotels
Book Balloon Seller	EMO	N/A	
Book Punch & Judy	EMO	DONE	Booked £280.00
Book St Mary's Collegiate Choir	EMO	DONE	The Choirs of the Collegiate Church of St Mary, Warwick - procession + stage
Book Bramley Horse & Carriage Hire	EMO	DONE	
Book Salvation Army Brass Band	EMO	DONE	£250 Charge
Book Morris Dancers	EMO	DONE	Email sent to confirm performance
Book Warwick Girls Marching Band	EMO	N/A	Currently recruiting new members - can't perform this year
Book Transport for Warwick Girls Marching Band	EMO	N/A	Not performing this year
Book Coventry Machinists Ordinary Bicycle	EMO	N/A	Not performing this year
Check if Market Hall Museum will be open	TCDO	DONE	Open until 9
Check if Smith Street Traders Association will be running ghost tours	TCDO	DONE	No Ghost tours this year.
Check if St Nicholas church & St Mary's Church will be open for carols and refreshments	TCDO	DONE	
Check with Warwick Castle what they want to do	TCDO	DONE	Tim H-J to consider
Order additional barriers	EMO	DONE	
STALLS		PENDING	
Manage booking of stalls		PENDING	
Book 'Info Stall'	EMO	N/A	No need to have an info stall
Submit Temporary Event Notices for charity stalls supplying mulled wine	EMO	DONE	
Provide list of all stall holders expected	Simon Widdowson	DONE	
Send out confirmation of stall booking + info re. parking and vehicle access to traders	Simon Widdowson	PENDING	
Organise parking for stall holders	EMO	DONE	
Set up stalls		On the Day	
Order power supplies to stalls & lighting	TCDO	DONE	
Set up power supplies to stalls & lighting		On the Day	
STAGE		PENDING	
Confirm details of stage	TCDO	DONE	BBC Cov & Warks to provide
Organise technical requirements on stage	TCDO	DONE	Glen Brazil (Wavelength) providing again

Manage setting up of main stage	BBC Coventry & Warwickshire	On the Day	
Inspection of stage	Philip Rook	On the Day	
Install barriers for main stage arena		On the Day	
Organise programme for stage	Helen Wild	DONE	
Book all performers for stage.	Helen Wild	DONE	
Collect Risk Assessments & Public Liability Insurance certificates from all performing groups	Helen Wild	DONE	
Organise adult supervision for performers	Helen Wild	PENDING	
Manage supervision of performers	Helen Wild	On the Day	
Create running order for stage entertainment	Helen Wild	DONE	
Add performers running order to day schedule	TCDO	PENDING	
Book Warwick Mayor + spouse	TCDO	DONE	
Manage Mayor's tour of the event	Sue Butcher	On the Day	
Manage Stage Show	Helen Wild	On the Day	
Book in promoters (separate slots)	TCDO	DONE	
Organise giveaways & prizes	TCDO	DONE	Rose & Crown' to offer best dressed prize
Follow up giveaways & prizes	TCDO	N/A	
Contact 'Lady Georgianna' to possibly perform on stage	TCDO	N/A	
PROCESSION		PENDING	
Book Bramley Horse & Carriage Hire	TCDO	n/a	
Book Father Christmas & Sleigh	TCDO	DONE	
Book Town Crier	TCDO	DONE	
Invite VIPs to participate in procession?	TCDO	DONE	
Brief VIPs on their part in the procession	TCDO	DONE	
Invite Westgate Primary School to take part	TCDO	DONE	
Invite Newburgh Primary School to take part	TCDO	DONE	
Agree route of procession to stage and exit routes	TCDO	DONE	
Agree order of procession	TCDO	DONE	
Ask St Marys Church if we can store lanterns in church prior to procession	TCDO	DONE	
SWITCH ON OF LIGHTS		DONE	
Install lights	Warwick Town Council	DONE	Adrian @ NS Booth to co-ordinate with volunteers
Manage switch on of lights	Warwick Town Council	DONE	Adrian @ NS Booth to co-ordinate with volunteers
SECURITY		DONE	
Book security staff	EMO	DONE	
Brief security staff	EMO	PENDING	
Book Stewards		PENDING	
Manage security / crowd control	EMO	On the Day	
Create numbered receipts for hawkers	EMO	DONE	
Organise radio contact between event organiser and key contacts	EMO	DONE	4 Radios provided fully charged. Pick up from CCTV on 20th Nov. Tom, Stuart, David to have 1 each - spare to be given to???
SWITCH ON - GENERAL		PENDING	
Organise de-briefing meeting	WDC	PENDING	
Organise committee meetings	TCDO	DONE	
Organise road closure	TCDO	DONE	
Contact businesses	TCDO	DONE	deliver/send copy with posters
Contact businesses	TCDO	DONE	sent to Sue Butcher to send out via email
Contact residents	TCDO	DONE	
Update residents database	TCDO	DONE	
Follow up with residents re. parking and access issues	TCDO	DONE	
Contact WCC at Shire Hall	TCDO	DONE	
Decide Cut-off point for Plan A	TCDO	PENDING	
Invite Courier photographers	TCDO	DONE	
Invite Observer photographers	TCDO	PENDING	
Book Photographer	TCDO	DONE	Liz Drake to attend 5.30-7.30
Arrange access for photographer to Shire Hall roof and balcony of flat above antique centre in Market Square	TCDO	n/a	
Receive selected photos (post event)	TCDO	PENDING	
Book St Johns Ambulance Team	EMO	DONE	Ambulance booked and 4 first aid crew - 6 in total - costings in Xmas Lights Folder
Deliver info re. the day to St Johns Ambulance Team	EMO	On the Day	
Brief Police	TCDO	DONE	Briefed Trent and will send map on email once produced.
Brief Warwick Town Council (invite to meetings)	TCDO	DONE	
Catering - Organise food & drink for workers	EMO	DONE	VIC to host drop in until 9pm for hot drink and mince pie.
Create complete Day Schedule	EMO	DONE	
Circulate Key Contact Numbers	EMO	DONE	
Print out master set of all documents	EMO	DONE	
Organise street cleaning	EMO	DONE	Same work as last year - details saved in Xmas lights folder
PARKING		PENDING	
Suspend parking bays on Market Place	EMO	DONE	Form completed on 01/11/12
Suspend parking bays on Barrack Street	EMO	DONE	Form completed on 01/11/12
Organise free traders parking	EMO	DONE	Passes given out to traders via eventmen - New Street & Linen Street
Produce Traders Parking Passes	EMO	DONE	Eventmen sent out - saved in Warwick Victorian Eveing 2012 folder
Extend Opening Hours on Linen Street car park	EMO	DONE	
Organise parking of large trucks on Hamilton Road / St Marys Land	EMO	PENDING	
Produce Residents Parking Passes for Theatre Court	TCDO	DONE	
Relocate taxi rank from Market Place to Barrack Street	TCDO	DONE	DD away until 06/11
Create signage for alternative taxi rank	EMO	DONE	

Install signage for alternative taxi rank	EMO	DONE	
Remove signage for alternative taxi rank	EMO	PENDING	
Create road signage for routes into Warwick	EMO	n/a	
Install road signage for routes into Warwick	EMO	n/a	
Remove road signage for routes into Warwick	EMO	n/a	
CHRISTMAS TREE		DONE	
Manage installation of Christmas Tree	TCDO	DONE	
Install barriers around Tree of Light	EMO	DONE	Email sent to Nick Gray - sorted through his team. Taking 10 barriers from Edmonscoate Track
Install banners on barriers around tree	Rotary Club	PENDING	
AFTER THE EVENT		PENDING	
Send thank you emails / letters	WDC	PENDING	
Create invoices	TCDO	PENDING	
Collect payment from relevant attractions	WDC	PENDING	
Site Visit	WDC	PENDING	
VOLUNTEERS		DONE	
Organise volunteer to be Father Christmas	Rotary Club	PENDING	
Promote volunteering opportunities	WDC	PENDING	
Organise volunteer stewards	Rotary Club	PENDING	
Organise Volunteer Refreshments (for on the night)	EMO	DONE	VIC to stay open until 9pm for hot drink and mince pie.
PROMOTION		DONE	
See separate spreadsheet	WDC	PENDING	

EQUIPMENT CHECKLIST:

Scissors, Radios, Hazard Tape x 2

GIVEAWAYS:

Vouchers - Rose & Crown

Vouchers - Warwick Arts Centre

MISSING PERSONS / LOST CHILDREN: to be taken to ??? and announcement made on main stage.

Police to verify parents before releasing child.