



**ALL SAINTS' CHURCH**  
**CHRISTMAS TREE FESTIVAL**  
**7<sup>TH</sup> – 9<sup>TH</sup> DECEMBER, 2018**



Your parish church, All Saints' Church, is delighted to invite you to participate in our second annual Christmas Tree Festival on the weekend of 7<sup>th</sup> – 9<sup>th</sup> December 2018.

The Festival is an opportunity for organisations and families in the village to be part of a spectacular display within this beautiful historic church by decorating a Christmas tree - the style and theme is entirely your choice to either tell a story or represent your group or organisation.

It is not a competition; there are no prizes, simply a great opportunity to show your organisation in an imaginative and festive way and to be part of a unique mixture of heritage, community expression, and fun - all part of our celebration of Christmas.

During the festival, the public will be invited (for a small entrance donation) to wander through the forest of decorated trees, enjoying refreshments and soaking up the festive atmosphere.

You can either provide your own tree and decorate it, or we can provide a tree for you. We ask participating organisations to make a donation to cover the cost of the tree (£20 for non-profit groups, £35 for businesses) and to provide your own lights and decorations. If you provide your own tree and stand, we ask for a small donation of £10 for businesses, £5 for individuals and non-profit groups. If you are able to increase your donation to support our outreach work, we would of course be very grateful.

We will provide power for tree lights (please let us know if you need this) and we prefer you to use LED lights if possible. There will be space under the tree for information about your organisation, which we ask is no larger than A4, and we will provide a name card for each tree identifying the exhibitor and explaining your tree theme (which will also be printed in the programme). After the festival, we invite you to take away the tree and maybe display it in your own premises, or to donate it back to us.

The spaces for trees are limited in number and we will allocate them on a first come first served basis.

Please invite all your friends to come and see your entry and enjoy this spectacular event! With your help – and with the help of others – our Christmas Tree Festival promises to be a huge success. We look forward to hearing from you.

Thank you very much!

All Saints Church Fundraising team  
allsaintskingslangley@outlook.com

## CHRISTMAS TREE FESTIVAL - FAQs FOR EXHIBITORS

### **Q: Will you provide the trees?**

A: You can decide whether you would like us to provide your tree (those supplied will be about 4ft tall). OR you can provide your own tree and stand – it can be up to 5 foot tall and can be real or artificial, or ‘different’ – be creative!

### **Q: Where will the trees be placed in the church?**

A: Most of the trees will be displayed on sturdy wooden boards laid across the pews near the sides of the church (so if bringing your tree ready decorated be aware that it may not be visible from all sides). Please note the 5 foot guidance on height of the tree as it will already be quite high off the ground.

### **Q: I'd like to decorate a tree. How do I join in?**

A: Contact us using the form. Letters of invitation are being sent out in October and dealt with strictly in order of receipt. If all the trees have been allocated already, we will let you know and put you on the mailing list for next year.

### **Q: Do I have to follow a Christmas theme for my decorations?**

A: Not at all. However, we do ask that it does have a theme, tells a story, or represents your group or organisation – and we will include this information in the programme. We also ask that it is tasteful and not likely to cause offence. Be creative!

### **Q: Do you provide the tree lights?**

A: No, but electrical sockets will be available.

### **Q: Can I take the tree stand at the end of the Festival?**

A: You can take your own tree stand if you have provided it, but if we have provided the tree and stand then unfortunately it will not be possible for you to take the stand.

### **Q: Will the name of my organisation be displayed?**

A: Yes. All trees will have a standard size label detailing the company or organisation who has decorated the tree and its theme or story. This will also be in the programme. In addition, you will be able to provide further advertising or information material to be placed at the foot of the tree but limited to a single A4 size space.

### **Q: Will there be a charge for taking part?**

A: Yes, if we have provided the tree for you, companies will be asked to pay £35 and non-profit organisations/individuals £20 to help cover the cost of the trees. If you are providing your own tree then we ask for a donation of £10 for businesses or £5 for individuals and non-profit organisations.

### **Q: How will the spaces for trees in the church be allocated?**

A: A “first come, first served” process will be used on the day set aside for decorating the trees (6<sup>th</sup> December 2018).

### **Q: When will the trees be decorated?**

A: We have set aside Thursday 6<sup>th</sup> December (2pm-7pm) for this activity.

### **Q: What will the opening hours of the Festival be?**

A: The Festival will be open for viewing 10am–6pm Friday 7<sup>th</sup>, 10am–5pm Saturday 8<sup>th</sup> and 11am–4pm Sunday 9<sup>th</sup> December.

### **Q: I don't want my tree after the Festival? Can I leave it behind?**

A: Yes. You can choose to take your decorations or not, then your tree can be offered to others – let us know on the form.

### **Q: When do I take the tree / decorations?**

You can take away your tree and decorations on Sunday 9<sup>th</sup> December 4pm-6pm or on Monday 10<sup>th</sup> 9.30am-11.30am. Unless arrangements have been made with the organisers for later collection, uncollected trees will be offered to others.

### **Q: Can I bring someone in a wheelchair?**

A: Certainly. The church is accessible without using steps.

### **Q: Do you have toilet facilities?**

A: Yes, toilets and baby changing facilities are available in the church.

### **Q: What are the proceeds from the Christmas Tree Festival going towards?**

A: The proceeds are split between local charities and the mission activities of All Saints Church. Details will be in the programme. If you are a local charity and are interested in a share of the proceeds then please let us know.

### **Q: Who do I contact for more information?**

A: Please email [allsaintskingslangley@outlook.com](mailto:allsaintskingslangley@outlook.com) if you have any other questions, or leave a message with the church office 01923 266596.



**All Saints Church**

**Christmas Tree Festival 2018**



Please reserve us a space in the festival!!

Name & address of organisation / club / business / school / church / family		
Name of main contact		
Phone numbers (landline & mobile)		
Email address		
Title of tree		
A few words for inclusion in the programme:		
Tree required? Tick as appropriate....	We will provide our own tree & stand	
	We need All Saints to provide the tree & stand	
Paying by (please tick): <b>Cheque enclosed</b> payable to All Saints Church Kings Langley PCC  <b>Bank transfer</b> to All Saints Church Barclays Bank Sort Code: 20-91-79 Account No: 30129003 (Reference: TREE and your name)  <b>Gift aid?</b> Yes / No		<b>Please circle amount:</b> Business, supplied tree: £35  Business, using own tree: £10  Non-profit, supplied tree: £20  Non-profit, using own tree: £ 5  Additional donation: _____
Electrical power for lights required?	Yes / No	
Please tick when you intend to set up your tree:	Thurs 6 <sup>th</sup> Dec 2pm-5pm	
	5pm-7pm	
....And tree collection details:	Sun 9 <sup>th</sup> Dec 4pm-6pm	
	Mon 10 <sup>th</sup> Dec 9.30-11.30am	
	We will leave our tree after removing decorations	
	We will leave our tree and decorations	

Please return your completed form and entry fee to All Saints Church, Church Lane, Kings Langley WD4 8JS or email the form to [allsaintskingslangley@outlook.com](mailto:allsaintskingslangley@outlook.com), as soon as possible and by Thursday November 8<sup>th</sup> 2018.