

'LET'S LIGHT UP CHRISTMAS!'

Cowley festival of Christmas trees 2017

from (name) _____

of (organisation/group) _____

contact address _____

tel _____

e-mail _____

Information required : *please insert/delete/circle/highlight as applicable*

tree size (maximum around 140 cm) _____ real artificial

lights yes no if yes : mains power battery

note : we have very few power points in our ancient church – please if possible supply a long extension lead if you are needing to share our electricity!

or, if not a tree

a brief description of picture/model/sculpture/mobile you are painting/ knitting/creating
- its size, materials, display requirements etc.

Setting up

Please indicate when you hope to come and install your tree (*time within an hour*)

- | | | | |
|--------------------------|----------------------|-----------|---------------------|
| <input type="checkbox"/> | Wednesday 6 December | 3.00-7.00 | probable time _____ |
| <input type="checkbox"/> | Thursday 7 December | 3.00-7.00 | probable time _____ |
| <input type="checkbox"/> | Friday 8 December | 3.00-5.00 | probable time _____ |

BUT DO NEGOTIATE WITH US if these are all impossible for you

Taking away

Please indicate whether we may keep the tree for Christmas yes no

If yes, thank you! please collect it on Friday 6 January

If no, because you need it that's fine! will you collect it.....

Sunday 18 December yes no requested time _____

Monday 19 December yes no requested time _____

Display card ** VERY IMPORTANT! **

Please write here or attach on a separate sheet :

the **SCRIPT** for the display card, which will be typed up and laminated to stand with your tree/art work, to say : who you are - where you are based - and what you do, *if it's not obvious from your title!* send us your logo, if applicable, & we haven't got it

: the inspiration for your tree/art work and some details about it – who made/decorated itand anything else you want to say!

Attendance

Opening evening reception

Friday 8 December 5.30 – 6.30

Number of people from your organisation who will come for a private viewing/official opening/blessing (6.00) of the festival, with live music and seasonal refreshments _____
(you will receive an official invitation later)

Festival Christingle Service

Sunday 10 December 4.30

Number of people who will come to the Christingle Service _____

Name(s) of anyone who would like to take part (reading, playing, singing) and a personal contact number/e-address _____

Questions/suggestions about the festival: _____

Please return by Friday 17.11.17 to

Lesley Williams 9 Wykeham Crescent OXFORD OX4 3SD
01865 779 562 07982 439 828

ctf@cowleyteamministry.co.uk

THANK YOU!



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