



St. Edburg's Christmas Tree Festival

7 – 9 December 2018

Opening times : Friday 10.00-7.00 pm, Saturday 10.00-7.00 pm, Sunday 12.30-5.00pm

Following last year's spectacular Christmas Tree Festival, St Edburg's Church is delighted to invite you to participate in this year's event, featuring 80 trees.

Once again, the Festival is an opportunity for organisations to be part of a spectacular display within this beautiful medieval church by decorating a Christmas tree - the style and theme is entirely your choice to reflect your 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.

During the festival, the public will be invited (for a small entrance donation) to wander through the forest of decorated trees, and take part in the family Tree Hunt, enjoying live music and refreshments and soaking up the festive atmosphere.



We ask participating organisations to make a minimum donation to cover the cost of the tree (£22 for non-profit groups, £44 for businesses) and to provide their own lights and decorations. We will purchase the trees and provide stands and power for the lights (please use LED lights if possible). There will be space under the tree for information about your organisation, which we ask is no larger than A3, and we will provide a sponsor name card for each tree at eye level. The trees are limited in number and we will allocate them on a first come first served basis.

To participate in this year's festival, please send a cheque or cash with the tear off strip below. WE CAN ONLY RESERVE A TREE WHEN THE MONEY IS RECEIVED. More details are at: www.stedburgschurch.org/christmastreefestival

Christmas Tree Festival 2018 Please reserve us a tree.

I enclose cash or a cheque payable to St Edburg's Church.

Our organisation's name:

We would like to take our tree away
after the festival

(Unwanted trees will be sold/distributed)

Contact person, phone no. and **EMAIL** :

Send this slip to St Edburg's Parish Office, Old Place Yard, Bicester OX26 6AR with your money.

Christmas Tree FAQs

Q: Will you provide the trees?

A: Yes, all trees will be supplied by us and will be about 5-6ft tall.

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

A: Contact us using the form on our website or the form included in this leaflet.

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

A: Not at all. Let your imagination and creativity run wild! We only ask that it is tasteful and not likely to cause offence.

Q: Do you provide the tree lights?

A: No, but electrical sockets will be available.

Q: Can I borrow the tree stand at the end of the Festival?

A: Unfortunately this will not be possible.

Q: Will the name of my organisation be displayed?

A: Yes. All trees will have a standard size label at eye level. 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 A3 size space.

Q: Will there be a charge for taking part?

A: Yes, companies will be asked to pay £44 and non-profit organisations/individuals £22 to help cover the cost of the trees.

Q: How will the trees be allocated?

A: A "first come, first served" process will be used on the day set aside for decorating the trees (Thursday 6th December 2018).

Q: When will the trees be decorated?

A: We have set aside Thursday 6th December (9.00am-9.00pm) for this activity. An evening session will be available to facilitate local companies out of their operating times.

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

A: Yes. Once you have removed your decorations, let a steward know and your tree will be offered to others for a small donation. Decorations can be removed after 'Carols in the Trees' on Sunday evening (9th) or on Monday 10th December between 9.30 am and 12 noon. Decorations not cleared by midday will be removed for collection later.

Q: Can I bring someone in a wheelchair?

A: Certainly. Most of 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: If I don't have a tree this year, will I remain on your mailing list?

A: Yes. We will retain every name and address of those who have had a tree at a previous Festival until they ask us to remove them.