

SINGALONG WITH SANTA - Saturday 16th December 2023

TO DO:

- [Update website](#)
- [QR codes for website lyrics and BBS promo \(for audience\)](#)
- [Equipment list](#)
 - *Music stands*
 - *piano stool*
 - *mic stands*
 - *speaker stands*
 -
- [POST EVENT REFLECTION: \(complete after event\)](#)

SITUATION: Singalong With Santa began in 2022 and presents a program of mostly secular Christmas songs and includes an appearance by Santa. This year, Drouin Craft & Produce Market invited us to share music at their December market.

PURPOSE: Present a happy 60-minute program of songs suitable for a singalong with a broad audience.

TARGET AUDIENCE: community members attending the Drouin Craft & Produce Market.

CALL TO ACTION: Encourage people to join in community singing during the Christmas season and understand the mental health benefits of singing.

Performance: 60 min, 10:30-11:30AM








Maximum time requirement:

- Set up crew: 8:30 AM - 12:45 PM **Depends on bump in/out limitations**
- Singers: 9:30 - 11:45 AM

Venues and Contacts:

Venue	Contact person	Date/Time	Phone number
Soundshell, Drouin Civic Park	Gemma <a href="mailto:gemma.massaro@bawbaws
hire.vic.gov.au">gemma.massaro@bawbaws hire.vic.gov.au	Saturday 16th Dec, 10:30-11:30 AM	<u>Gemma</u> 0419 786 247
Drouin Craft & Produce Market	Lois Ryan		0400 185 336
Baw Baw Singers	Fred Allen		0419 768 178
Baw Baw Singers	Libby Willems		0458 265 198

Weather forecast:

Drouin							
Forecast updated at 9:41 am EDT on Wednesday 13 December 2023.					Detailed Drouin Forecast		
	Wed. 13 Dec	Thu. 14 Dec	Fri. 15 Dec	Sat. 16 Dec	Sun. 17 Dec	Mon. 18 Dec	Tue. 19 Dec
	 Showers. Possible storm.	 Shower or two.	 Shower or two.	 Shower or two.	 Partly cloudy.	 Shower or two.	 Shower or two.
Max. Temperature	32 °C	23 °C	22 °C	20 °C	23 °C	28 °C	22 °C
Min. Temperature		16 °C	13 °C	12 °C	11 °C	12 °C	16 °C

Program

X02 - It's Beginning to Look A Lot Like Christmas.
 X09 - Christmas Confusion.
 X06 - Winter Wonderland/ X31 Summer Wonderland.
 X19 - Christmas Day (The North Wind).
 X24 - Do You Hear What I Hear.
 X01 - Have Yourself A Merry Little Christmas
 X34 - Mele Kalikimaka
 X21 - We Need A Little Christmas
 X18 - Jingle Bells / X28 Australia's Christmas Party
 X15 - Santa Claus Is Coming to Town
 X30 - Must Be Santa
 X17 - Away In A Manger
 X35 - When A Child Is Born
 X29 - Silent Night
 X33 - We Wish You A Merry Christmas.
 076 - So Long As Music's in The Air.

Run Sheet

Date	Time	Action	Responsibility
15/12/2023	7:00 PM	Load up equipment from Drouin storage	Fred Allen/Libby Willems
16/12/2023	9:00 AM depends on limitations about vehicle movement. Time might be earlier.	Follow all moving vehicle safety requirements. Refer to risk assessment. Event Team assemble at Soundshell for BUMP IN	Fred Allen/Lois Ryan to confirm with Rotary Club.
	9:45 AM	Complete Set-up with audio check.	Event Team
	10:00 AM	Singers assemble for pre-show briefing	Libby Willems
	10:15 AM	Flyers handed out to audience	BBS members

	10:30 AM	Performance start	
	11:30 AM	Performance end	
	11:45 AM	BUMP OUT <i>Check for limitations on vehicles</i>	Event Team
	12:30 PM <i>depends on vehicle movement limitations</i>	END	

Health and Safety - keeping it fun and safe for everyone

For a more detailed risk assessment, please refer to <https://docs.google.com/document/d/1sXc35BkRkU8-gqhZANWG3mURb5xy8Oxs/e/dit?usp=sharing&oid=107322191736901872564&rtpof=true&sd=true>

Water	Hydrated with water before the performance. Hydrate again afterwards. Avoid sugary drinks (juice, softdrinks, etc) and caffeinated drinks (tea, coffee, energy drinks, etc).
Breakfast + snacks	Make sure you've had something to eat in the morning. Pack a snack for later.
Shoes	Wear comfortable and secure footwear with a stable heel.
Seating	Will be limited and prioritized for those who require it. Be prepared to stand for up to 90 minutes if you are able to. If you require a seat or are planning to bring your own, please let Libby or Fred know.
UV protection	Follow SunSmart guidelines: use sunscreen, wear a hat, use sunglasses, seek shade, cover exposed skin with clothing. Sun protection is recommended between 8:40 AM - 5:20 PM.
Slips/trips/falls	Every effort will be made to remove trip hazards. Look out for: changes in walking surfaces (concrete to grass to decking) and elevation (stairs, cracks/lips in paving, curbs).
Fatigue	Take care as you exit the event of fatigue-related stumbles or errors. Consider if you need to stop and rest for a while before doing the next thing. Encourage other people to rest if they appear to be fatigued.

Manual handling	Be mindful of moving objects. Seek help for heavy or awkward objects. Use trolleys when possible. Use boxes or bags for loose objects to avoid drops or distraction when moving around.
Electrical	Only use equipment that has been tested and tagged.
Parking	Is expected to be difficult due to the Market. Allow time to park a little further away and walk to the site. Accessible parking is managed by the Market Organiser, and is not guaranteed. If mobility is difficult for you, please make plans for support. Contact Libby or Fred if you have any questions.
Security	There is no security provided for your personal belongings at this event.
Santa's appearance	A private area will be provided for Santa to dress. A helper will be assigned to assist Santa's movement, and monitor for little people moving around. Santa will join in the singing.

Happy, bright Christmas attire.

Shoes – Consider safety and comfort.

Name badges – not needed.

Lyrics – black folder or tablet/phone case is preferred.

