



BERKS BUCKS & OXON FLOWERS

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FLOWER FESTIVAL: DECK THE HALLS

Staging and Dismantling

Dear Festival Designers

2 November 2022

Thank you for agreeing to participate in this exciting festival.

Pangbourne College is a busy boarding school so **PLEASE NOTE CAREFULLY** the following information regarding staging and dismantling.

Please **drive/park slowly and carefully**.

PARKING

To avoid disrupting normal school activities please adhere to the following parking advice.

Parking will be available in a new car park next to the chapel but this is unlikely to accommodate all designers at the same time. Some groups (see staging phases below) may park in front of the chapel (parade ground) but there should be no car movement at times when pupils will be moving around, AND all cars should be moved away from this area **between 3.00 and 4.00pm on Friday**, as parents will be collecting their children.

Additional parking is available in the sports hall car park or the works department – straight on at the mini-roundabout rather than turning right.

The school timetable as it affects us is:

- **09.00 – 10.30**: Lesson time so unloading only in front of the chapel is possible
- **10.30 – 10.50**: Breaktime so no car movement in front of the chapel
- **10.50 – 12:25**: Lesson time so unloading only in front of the chapel is possible
- **12:25 – 13:40**: Breaktime so no car movement in front of the chapel
- **13.40 – 15:15**: Lesson time so unloading only in front of the chapel is possible
- **15:00 – 16:00 on Friday**: Because it's a leave weekend, the parade ground will be very busy so there should be no cars in front of the chapel

STAGING TIMES

School assembly takes place in the chapel 8.30-9.00am each day, and then pupils need to get to their lessons. We cannot have designers arriving/unloading whilst this is going on, so please **DO NOT ARRIVE EARLIER THAN YOUR ALLOCATED TIME**. We also have c160 chairs to move out of the main chapel area so staging of some exhibits cannot start until this has been done. Please note your staging time in the list below.



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Items marked * may be delivered to the Area AGM or be brought by others for the festival designers to place in position.

Phase 1 Staging: Thursday 24th November 11am - 4pm. NOTE the parking information at the beginning of this letter.

- **Gerrards Cross:** Hanging garlands outside
- **Bracknell:** Hanging wreaths in entrance hall
- **Bladon and Woodstock:** Hanging moon and stars in entrance hall
- **Club 2000:** Hanging wreaths in main chapel
- **Rosemary McGowan** and **Old Windsor** *: Hanging designs in main chapel
- **Finchampstead:** Nativity scene in St Nicholas Chapel
- **Chalgrove:** First Noel in the other side room

Phase 2 Staging: Arrive NO EARLIER THAN 9.15am on Friday 25th. Park in the new car park near the chapel and unload/enter at stage end.

- Angel designers: Julie/Emma (**Caversham**), Carol Doughty, Caroline Golding (**Sandhurst**), Tracy (**Twyford**), Sherry (**Bourne End**), Judi Precious (**High Wycombe**)
- Stage designers: **Oxford**, **Design Scents**, **JaneH**, Barbara Hunt/Gillian Harries (**Newbury**), **IreneM**
- **Four Ends:** Ledge designs nearest the stage
- **Bicester** *, **Aylesbury** *, **Sandhurst** *, **Thame** *: stocking plaques

Phase 3 Staging: Arrive NO EARLIER THAN 9.30am on Friday 25th. Park in front of the chapel and unload at the main entrance, but NOTE the parking information above.

- **Abingdon:** Wichtelmann
- **Greys Flora:** 12 Days of Christmas
- **Phoenix:** Contemporary Christmas trees
- **Sonning** and **Holyport:** Traditional Christmas trees
- **Carole Dorward/Lynn Bower:** Silent Night plinths
- **Woodley:** Upstairs Christmas at home scenes
- **Wokingham, Aylesbury, Earley, Thames Valley:** Ledge designs in middle and nearest the entrance
- **Chalfont:** We 3 Kings (Could have staged Thursday but designers unavailable that day)

Phase 4 Staging: Arrive NO EARLIER THAN 9.45am on Friday 25th. Park in front of the chapel and unload at the main entrance, but NOTE the parking information above.

- **Newbury:** I Saw 3 Ships screens
- **Bramley** and **Old Windsor:** Winter Wonderland scenes in the entrance hall
- **Booker:** Snowman in the entrance hall
- **Abingdon:** Reindeer and Sleigh in the entrance hall
- **Royal Windsor:** Father Christmas in the entrance hall



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- **Anna Steven:** Pedestal in the entrance hall
- **Alison Broadbridge/Jean Wykes:** design under the Sir Galahad bell in the entrance hall

There will be space in the side rooms for those wishing to deliver items on Thursday 24th. Please let us know if you would like to do this.

OTHER STAGING INFORMATION

1. For security reasons the school needs a list of all people (including drivers and helpers) entering the school grounds for staging on Thursday and Friday, and residual dismantling on Monday. Please provide this information to the design team.
2. Protect the chapel - no items to be fixed to walls or other spaces. Protect the space around your exhibit during staging with towels or other protective materials as appropriate.
3. Clear up around your space at the end of staging/dismantling and take all rubbish home with you. At the end of staging we need to have the whole chapel clean and tidy ready for visitors so please let us know if you can help with this.
4. Floral foam: please bring this ready-soaked, ideally taped into its container.
5. Water (not drinking water) is available in the vestry.
6. Refreshments: As the College Café is in use on staging days exhibitors need to bring their own refreshments.
7. Toilets: The disabled toilet in the chapel is for emergency use only – please use toilets across the car park in the main school building.

DISMANTLING

Designs listed in Phase 1 staging may be dismantled on Monday 28th 10.00 - 12.00

All other designs need to be dismantled or moved after 4pm on Sunday 27th when visiting ends. There is space in the side rooms for some items/designs to be stored until Monday 28th 10-12am, but this does require someone to move them so please let us know if you plan to do this.

All chairs that were moved on Friday need to be moved back to their original position ready for school assembly at 8.30am on Monday 28th. We would appreciate volunteers to help move the chairs on Sunday evening.

If you are unable to dismantle personally please consider nominating your design (or maybe part of it) to be sold in the silent auction. Let us know by 11th November if you plan to do this.

Please leave the space around your design in a clean, tidy state.

There will be lots of activity in the main car park late afternoon on the Sunday as parents bring their children back after the weekend break so please bear this in mind when dismantling.

Many thanks for your consideration in all these respects.

Kind regards, Festival Design Team

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