

Area Committee Well-being Fund – Project Proposal
Outer West Area Committee

Project Name: Pudsey Christmas lights event

Lead Organisation: Leeds Events Team, LCC

Project Delivery - How will the project be delivered? (list any partners involved in the project):

The project will be delivered by Leeds Event Team in consultation with ward Members.

Project Summary (include a brief description of the main activities,):

In previous years, Pudsey has benefited from a community Christmas lights switch-on event. However, due to funding cuts this year, there is no central funding available for this event. Ward Members feel that it is an important community event and suggest that the Area Committee could provide some funding to facilitate a switch-on event, albeit on a smaller scale.

Outcomes (summarise the main outcome/output/benefit the project will achieve):

- Community Christmas lights switch-on event

Project Cost

It is suggested that a maximum of £8,000 could be spent on the Pudsey Christmas lights switch-on event. The Events Team have provided estimated costs for essential items and additional extras as follows:

Essential Costs - Event Infrastructure and Health & Safety

Stage,Barrier,Power, lights, stage pry install, de-rig & transport	£	1,800.00
First Aid provision	£	125.00
Road closure & Highways costs	£	650.00
Event Management costs (Pre show and show, Risk Assessments, Site plans)	£	500.00
Stage assistant	£	60.00
Fire extinguisher hire	£	45.00
Event Stewarding (Maximum cost depending on size)	£	750.00
Leeds Lights staff to turn on the lights	£	300.00
SUB TOTAL	£	4,230.00

Additional extras

Fireworks (recommended)	£	1,000.00
Stage Act	£	500.00
Celebrity Guest (inc close protection and driver)	£	750.00
Supply 200 Balloons with logos	£	200.00
Brass Band	£	200.00
Provide posters and flyers	£	120.00
SUB TOTAL	£	1,770.00

TOTAL COST	£	6,000.00
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In addition, the cost of the lights for Pudsey last year was £9,690 for the lamppost motifs plus a tree in the library for £300.

It is suggested that it may be more appropriate to have a low key event in Pudsey with Christmas lights. This may include a local band or choir and local businesses could be approached to provide refreshments with perhaps an optional donation to charity by those attending.

Identify which geographic areas will benefit:

Pudsey