



Event Co-ordinators:  
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Dear Friends

### **Christmas Day at Elleray Hall 2018**

For many years now, Churches Together in Teddington have provided lunch on Christmas Day for local people – most of them elderly - who might otherwise be alone at this special time and we intend to do so again this year. We are delighted that once again we have been offered the use of the Elleray Hall Day Centre in Teddington. We are also grateful for the continued financial support of the Hampton Fuel Allotment Charity.

### **Guests**

**We can take up to 80 guests. If you know of anyone who lives in the Teddington, Hampton Wick, Hampton Hill, Hampton or Twickenham area who would appreciate a meal and company on Christmas Day, please let them know about the event. More than that, please encourage them to get in touch with us (email and contact details above).**

### **Your Help**

**There are many ways in which your organisation could help** and we would truly welcome anyone who can assist by:

- Providing transport on Christmas Day, whether to the venue delivering them there about 10.45am or taking our guests back home at around 3.30pm, or both.
- Setting up the tables and general preparation of Elleray Hall in the late afternoon and early evening of Christmas Eve.
- Helping in the kitchen or providing tea and coffee from around 10.30 am.
- Greeting and chatting to guests and waiting at tables at lunchtime.
- Providing music or entertainment.
- Washing up and preparing bags of food and presents for our guests to take home.
- Providing things for gift bags – e.g. Mince pies, Christmas cake, Groceries, Chocolate, small gifts (for many people this will be the only gift they receive).

- Simply publicising the event to people who might otherwise not find out about it.

## Volunteers

**It would help us if you could encourage those willing to help as volunteers to contact us (email and phone contact details above) as soon as possible, so we can plan our available resources efficiently.**

Ideally we would like the names of volunteers, their contact details (phone and email if available), and what hours they would be able to help. We also need to know whether they will want to eat a Christmas lunch at Elleray Hall and, if so, whether they have any food allergies.

For drivers also, we will want to know their address (so we can minimise their journey times), whether they have a two-door or four-door vehicle, and whether they can help in the morning, afternoon or both.

## Publicity

Attached are two different A4 colour posters which we would like you to display (one aimed at volunteers and the other at guests). If you do not have a colour printer we can let you have printed versions of the posters. Let us know. Also attached is some text for inclusion in newsletters or magazines.

Thank you for your help in the past with our annual Christmas Dinner at Elleray Hall. We are sure that we can once again make it both a success and a blessing to all those who attend – both guests and volunteers.

Yours sincerely

*Jo and Martin Nicholds*  
*Event Co-ordinators*