

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:		Easter
Event Date:		4th April 2026
Event Time:		10am-2pm
Event Location:		St Andrews/Town Park
Event Description:	(Brief Overview)	To provide Easter egg hunt

Planning Team

Event Coordinator:		Sarah Rossington
Team Members:	(All members involved)	All members of staff

Budget

Total Budget:		500.00
Estimated Cost:		

First Aid:	0.00
Marquee:	
Stage:	
TENS Licence:	
MC:	
Toilets:	
Security:	
Entertainment:	150.00
Decorations:	
Venue:	120.00
Promotion:	
Food/Drink:	
Photographer:	50.00
Presentation:	
Road Closures:	
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	250.00
Insurance cost:	
Staff Cost:	230.00
Miscellaneous:	200.00
Total	1000.00

Funding Source:		
Sponsorship:		500.00
CWAC Grant:		
Tickets:		
Town Council:		
Total		500.00

Permissions & Licences:

Required Permissions:

St Andrews

Licences:

N/A

Application submission date:

Health & Safety

Risk Assessment needed:

Yes

First Aid Provision:

Yes

Emergency Plan made:

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Press Release, Social Media

Key Messages:

Easter Egg Hunt

Timelines:

January-April 2026

Design & Branding:

(Info on how to make it look)

As per usual WTC approach - logo and colours

Entertainment & Activities:

Main Attractions:

Egg Hunt/Entertainment

Schedule of Activities:

AM/PM - Egg Hunt

Equipment Needed:

Various equipment

Vendors & Stalls:

Food & Beverage stalls:

None

Craft & Merchandise Stalls:

None

Vendor Agreements:

N/A

Staff/Volunteers:

Staff/ Volunteers needed:

2-3 staff members

Volunteers roles:

Volunteer Coordination:

Logistics:

Event Layout:

Parking Arrangements:

St Andrew

Signage for event:

Transportation if needed:

None

Security:

Security Provider:

Not required

Number of Security:

Security Plan:

Post Evaluation:

Cleanup Plan:

WTC Staff

Debriefing Meeting Date:

23rd March 2026

Feedback methods:

Various channels

Signatures:

Event Coordinator:

Council Approval:

Event Name:	Easter					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£0.00			Sponsorship	£500.00	
Marquee	£0.00			Town Council	£0.00	
Stage	£0.00			CWAC Members	£0.00	
TENS Licence	£0.00			Tickets	£0.00	
MC	£0.00					
Toilets	£0.00					
Security	£0.00					
Entertainment	£150.00					
Decorations	£0.00					
Venue	£120.00					
Promotion	£0.00					
Food/Drink	£0.00					
Photographer	£50.00					
Presentation	£0.00					
Road Closures	£0.00					
Fireworks	£0.00					
Wood & Firelighters	£0.00					
Film Licence	£0.00					
Equipment	£250.00					
Insurance cost	£0.00					
Staff Cost	£230.00					
Miscellaneous	£200.00					
Total	£1,000.00	£0.00		Total	£500.00	£0.00

Easter

Difference

£0.00

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:	Mayors Oscars
Event Date:	18th April 2026
Event Time:	7.30pm
Event Location:	Meadowbank Social Club
Event Description:	(Brief Overview)
	Awards evening

Planning Team

Event Coordinator:	Emma Haspell
	Emma Haspell
	Mark Bailey
	Denise French
	Sarah Rossington

Team Members: (All members involved)

Budget

Total Budget:	1500.00
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Estimated Cost:	
First Aid:	
Marquee:	
Stage:	
TENS Licence:	
MC:	100.00
Toilets:	
Security:	
Entertainment:	200.00
Decorations:	560.50
Venue:	
Promotion:	64.00
Food/Drink:	1338.00
Photographer:	110.00
Presentation:	150.00
Road Closures:	
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	352.20
Insurance cost:	
Staff Cost:	450.00
Miscellaneous:	675.30
Total	4000.00

Funding Source:	
Sponsorship:	2000.00
CWAC Grant:	
Tickets:	
Town Council:	500.00
Total	2500.00

Permissions & Licences:

Required Permissions:

None

Licences:

Application submission date:

Health & Safety

Risk Assessment needed:

First Aid Provision:

Emergency Plan made:

No

Marketing & Promotion:

Marketing Plan:

Target Audience:

Promotional Channels:

Key Messages:

Timelines:

Whole community

Social Media

Request for nominations

January-April 2026

Design & Branding:

(Info on how to make it look)

Entertainment & Activities:

Main Attractions:

Schedule of Activities:

Equipment Needed:

Vendors & Stalls:

Food & Beverage stalls:

Craft & Merchandise Stalls:

Vendor Agreements:

Staff/Volunteers:

Staff/ Volunteers needed:

Volunteers roles:

Volunteer Coordination:

2-3 staff

Logistics:

Event Layout:

Parking Arrangements:

Signage for event:

Transportation if needed:

Arranged by social club

In place

In place

No

Security:

Security Provider:

Number of Security:

Security Plan:

None

Post Evaluation:

Cleanup Plan:

Debriefing Meeting Date:

Feedback methods:

Social Club to perform

Signatures:

Event Coordinator:

Council Approval:

Event Name:	Oscars					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£0.00			Sponsorship	£2,000.00	
Marquee	£0.00			Town Council	£500.00	
Stage	£0.00			CWAC Members	£0.00	
TENS Licence	£0.00			Tickets	£0.00	
MC	£100.00					
Toilets	£0.00					
Security	£0.00					
Entertainment	£200.00					
Decorations	£560.50					
Venue	£0.00					
Promotion	£64.00					
Food/Drink	£1,338.00					
Photographer	£110.00					
Presentation	£150.00					
Road Closures	£0.00					
Fireworks	£0.00					
Wood & Firelighters	£0.00					
Film Licence	£0.00					
Equipment	£352.20					
Insurance cost	£0.00					
Staff Cost	£450.00					
Miscellaneous	£675.30					
Total	£4,000.00			Total	£2,500.00	£0.00
				Difference	£0.00	

Please enter any descriptions that may change in this box

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:		Raft Race
Event Date:		30th May 2026
Event Time:		12pm - 6pm
Event Location:		Marina Island
Event Description:	(Brief Overview)	Holding of races made up of teams and construction of rafts

Planning Team

Event Coordinator:		Sarah Rossington
Team Members:	(All members involved)	Mark Bailey/WTC staff

Budget

Total Budget:		2700.00
Estimated Cost:		

First Aid:	300.00
Marquee:	
Stage:	1000.00
TENS Licence:	21.00
MC:	200.00
Toilets:	500.00
Security:	350.00
Entertainment:	200.00
Decorations:	
Venue:	
Promotion:	100.00
Food/Drink:	
Photographer:	300.00
Presentation:	100.00
Road Closures:	
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	
Insurance cost:	500.00
Staff Cost:	500.00
Miscellaneous:	429.00
Total	4500.00

Funding Source:

Sponsorship:	1200.00
CWAC Grant:	600.00
Tickets:	
Town Council:	
Total	1800.00

Permissions & Licences:

Required Permissions:

CWAC Permission to use land

Licences:

TENS

Application submission date:

Six months prior to date

Health & Safety

Risk Assessment needed:

Yes

First Aid Provision:

Yes

Emergency Plan made:

Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Banners, Social Media, Emails

Key Messages:

To ask people to form teams and take part

Timelines:

January 2026 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Racing of rafts/entertainment

Schedule of Activities:

Takes place between 12 and 6pm

Equipment Needed:

Wooded pallets, rope, scissors, life jackets

Vendors & Stalls:

Food & Beverage stalls:

Yes

Craft & Merchandise Stalls:

Yes

Vendor Agreements:

To be arranged via Parabellum

Staff/Volunteers:

Staff/ Volunteers needed:

Yes

Volunteers roles:

Help with the moving and taking apart of rafts. Car parking duties

Volunteer Coordination:

Sarah Rossington

Logistics:

Event Layout:

Event Plan developed of the area

Parking Arrangements:

Car park at Marina Island

Signage for event:

Yes

Transportation if needed:

No

Security:

Security Provider:

Yes

Number of Security:

As per Purple Guide

Security Plan:

To maintain security and assist with safety issues

Post Evaluation:

Cleanup Plan:

Agreed with CWAC and WTC staff

Debriefing Meeting Date:

22nd May 2026

Feedback methods:

Via email and face to face

Signatures:

Event Coordinator:

Council Approval:

Event Name:		Raft Race				
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£300.00			Sponsorship	£1,200.00	
Marquee	£0.00			Town Council	£0.00	
Stage	£1,000.00			CWAC Members	£600.00	
TENS Licence	£21.00			Tickets	£0.00	
MC	£200.00					
Toilets	£500.00					
Security	£350.00					
Entertainment	£200.00					
Decorations	£0.00					
Venue	£0.00					
Promotion	£100.00					
Food/Drink	£0.00					
Photographer	£300.00					
Presentation	£100.00					
Road Closures	£0.00					
Fireworks	£0.00					
Wood & Firelighters	£0.00					
Film Licence	£0.00					
Equipment	£0.00					
Insurance cost	£500.00					
Staff Cost	£500.00					
Miscellaneous	£429.00					
Total	£4,500.00			Total	£1,800.00	£0.00
				Difference	£0.00	

Promotion is for posters from NMC

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:	Party in the Park
Event Date:	27th June 2026
Event Time:	10am-4pm
Event Location:	Town Park
Event Description:	Annual Party in the Park event

Planning Team

Event Coordinator:	Sarah Rossington
Team Members:	Mark Bailey/All staff

Budget

Total Budget:	4500.00
Estimated Cost:	

First Aid:	200.00
Marquee:	0.00
Stage:	1000.00
TENS Licence:	21.00
MC:	150.00
Toilets:	500.00
Security:	400.00
Entertainment:	2000.00
Decorations:	250.00
Venue:	
Promotion:	450.00
Food/Drink:	
Photographer:	300.00
Presentation:	
Road Closures:	
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	
Insurance cost:	
Staff Cost:	700.00
Miscellaneous:	79.00
Total	6000.00

Funding Source:	
Sponsorship:	1000.00
CWAC Grant:	500.00
Tickets:	
Town Council:	
Total	1500.00

Permissions & Licences:	Required Permissions:	None		
	Licences:	TENS		
	Application submission date:	Six months prior to event		
Health & Safety	Risk Assessment needed:	Yes		
	First Aid Provision:	Yes		
	Emergency Plan made:	Yes		
Marketing & Promotion:	Marketing Plan:	Target Audience:	All communities	
		Promotional Channels:	Social media, press, emails, leaflets	
		Key Messages:	To attend event	
		Timelines:	January 2026 onwards	
	Design & Branding:	(Info on how to make it look)	As per WTC guidelines	
	Entertainment & Activities:	Main Attractions:	Entertainment and stalls	
		Schedule of Activities:	12-4pm	
		Equipment Needed:	Stage/Stalls, lighting, audio	
	Vendors & Stalls:	Food & Beverage stalls:	Yes	
		Craft & Merchandise Stalls:	Yes	
Vendor Agreements:		To be developed with Parabellum		
Staff/Volunteers:	Staff/ Volunteers needed:	Yes		
	Volunteers roles:	To provide information		
	Volunteer Coordination:	Via event organiser and event plan		
Logistics:	Event Layout:	As per event plan		
	Parking Arrangements:	Car Park - St Andrews		
	Signage for event:	Yes		
	Transportation if needed:	No		
Security:	Security Provider:	Yes		
	Number of Security:	As per Purple Guide		
	Security Plan:	To maintain security and maintain order		
Post Evaluation:	Cleanup Plan:	Agreed with CWAC - WTC staff and others to undertake		
	Debriefing Meeting Date:	19th June 2026		
	Feedback methods:	Via email and face to face		
Signatures:	Event Coordinator:			
	Council Approval:			

Event Name: Party in the Park						
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£200.00			Sponsorship	£1,000.00	
Marquee	£0.00			Town Council	£500.00	
Stage	£1,000.00			CWAC Members	£0.00	
TENS Licence	£21.00			Tickets	£0.00	
MC	£150.00					
Toilets	£500.00					
Security	£600.00					
Entertainment	£2,000.00					
Decorations	£0.00					
Venue	£0.00					
Promotion	£450.00					
Food/Drink	£0.00					
Photographer	£300.00					
Presentation	£0.00					
Road Closures	£0.00					
Fireworks	£0.00					
Wood & Firelighters	£0.00					
Film Licence	£0.00					
Equipment	£0.00					
Insurance cost	£0.00					
Staff Cost	£700.00					
Miscellaneous	£79.00					
Total	£6,000.00	£0.00		Total	£1,500.00	£0.00

Party in the Park

Difference

£0.00

We upped the size of the Marquee due to more companies wanting to be in there
Promotions was for Banners & Posters

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:	Movie Night
Event Date:	TBC
Event Time:	5pm - 9pm
Event Location:	Town Park
Event Description:	To show movie/film in Town Park for those attending

Planning Team

Event Coordinator:	Sarah Rossington
Team Members:	WTC staff

Budget

Total Budget:	7000.00
Estimated Cost:	

First Aid:	200.00
Marquee:	
Stage:	
TENS Licence:	21.00
MC:	
Toilets:	300.00
Security:	250.00
Entertainment:	4000.00
Decorations:	
Venue:	
Promotion:	
Food/Drink:	
Photographer:	200.00
Presentation:	
Road Closures:	
Fireworks:	
Wood & Firelighters:	
Film Licence:	1500.00
Equipment:	29.00
Insurance cost:	
Staff Cost:	250.00
Miscellaneous:	250.00
Total	7000.00

Funding Source:

Sponsorship:	
CWAC Grant:	
Tickets:	
Town Council:	
Total	0.00

Permissions & Licences:

Required Permissions:

Winsford Town Council

Licences:

TENS

Application submission date:

Three months prior to event

Health & Safety

Risk Assessment needed:

Yes

First Aid Provision:

Yes

Emergency Plan made:

Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Banners, Social Media, Press Release

Key Messages:

To attend the event/info on the film

Timelines:

March 2026 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Showing of film and refreshments

Schedule of Activities:

As per the time taken to show the film

Equipment Needed:

To show the film (provided by supplier)

Vendors & Stalls:

Food & Beverage stalls:

Yes

Craft & Merchandise Stalls:

No

Vendor Agreements:

To be arranged via Parabellum

Staff/Volunteers:

Staff/ Volunteers needed:

Yes

Volunteers roles:

To assist with information and security

Volunteer Coordination:

Sarah Rossington

Logistics:

Event Layout:

Set out in the event plan - Town Park

Parking Arrangements:

Parking available in the vicinity

Signage for event:

Yes

Transportation if needed:

None

Security:

Security Provider:

Yes

Number of Security:

As per Purple Guide

Security Plan:

To be agreed with supplier - event is peaceful and family based

Post Evaluation:

Cleanup Plan:

To be developed by WTC with assistance from staff and volunteers

Debriefing Meeting Date:

TBC

Feedback methods:

Emails and face to face

Signatures:

Event Coordinator:

Council Approval:

Event Name: Movie Night						
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£200.00			Sponsorship	£0.00	
Marquee	£0.00			Town Council	£0.00	
Stage	£0.00			CWAC Members	£0.00	
TENS Licence	£21.00			Tickets	£0.00	
MC	£0.00					
Toilets	£300.00					
Security	£250.00					
Entertainment	£4,000.00					
Decorations	£0.00					
Venue	£0.00					
Promotion	£0.00					
Food/Drink	£0.00					
Photographer	£200.00					
Presentation	£0.00					
Road Closures	£0.00					
Fireworks	£0.00					
Wood & Firelighters	£0.00					
Film Licence	£1,500.00					
Equipment	£29.00					
Insurance cost	£0.00					
Staff Cost	£250.00					
Miscellaneous	£250.00					
Total	£7,000.00			Total	£0.00	£0.00

Movie Night

Difference

£0.00

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:		Salt Fair
Event Date:		16th - 20th Sept 2026
Event Time:		Various
Event Location:		Various
Event Description:	(Brief Overview)	Annual Event made up of a variety of elements - WTC element is on 19th Sept at Marina Island

Planning Team

Event Coordinator:		Sarah Rossington
Team Members:	(All members involved)	WTC staff and others

Budget

Total Budget:		4000.00
Estimated Cost:		
First Aid:		250.00
Marquee:		600.00
Stage:		1000.00
TENS Licence:		21.00
MC:		250.00
Toilets:		650.00
Security:		350.00
Entertainment:		1000.00
Decorations:		
Venue:		
Promotion:		350.00
Food/Drink:		
Photographer:		200.00
Presentation:		
Road Closures:		
Fireworks:		
Wood & Firelighters:		
Film Licence:		
Equipment:		
Insurance cost:		
Staff Cost:		329.00
Miscellaneous:		500.00
Total		5500.00

Funding Source:		
Sponsorship:		1200.00
CWAC Grant:		600.00
Tickets:		
Town Council:		
Total		1800.00

Permissions & Licences:

Required Permissions:
Licences:
Application submission date:

CWAC - use of land
TENS
Six months before event

Health & Safety

Risk Assessment needed:
First Aid Provision:
Emergency Plan made:

Yes
Yes
Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:

Promotional Channels:

Key Messages:

Timelines:

Whole community
Banners/posters, emails, social media, press
Information and invite to attend event
January 2026 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Schedule of Activities:

Equipment Needed:

Fun fair, stalls and entertainment, play and performances and troupe dancing
Various days - charter reading on 10th/Fun Fair - 11th-14th, WTC event on 13th. Mikron on 12th and troupe dancing on 14th
Usual equipment required for WTC event

Vendors & Stalls:

Food & Beverage stalls:
Craft & Merchandise Stalls:
Vendor Agreements:

Yes
Yes

Via Parabellum

Staff/Volunteers:

Staff/ Volunteers needed:
Volunteers roles:
Volunteer Coordination:

Yes
To help with information and car parks
Sarah Rossington

Logistics:

Event Layout:
Parking Arrangements:
Signage for event:
Transportation if needed:

Set out in event plan - Marina Island
Car park - MI
Yes
None

Security:

Security Provider:
Number of Security:
Security Plan:

Yes
As per Purple Guide
To be developed via Event Plan and with supplier

Post Evaluation:

Cleanup Plan:
Debriefing Meeting Date:
Feedback methods:

WTC to develop with CWAC and volunteers
10th September 2026
Email, telephone, face to face

Signatures:

Event Coordinator:

Council Approval:

Event Name:	Salt Fair					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£250.00			Sponsorship	£1,200.00	
Marquee	£600.00			Town Council	£600.00	
Stage	£1,000.00			CWAC Members	£0.00	
TENS Licence	£21.00			Tickets	£0.00	
MC	£250.00					
Toilets	£650.00					
Security	£350.00					
Entertainment	£1,000.00					
Decorations	£0.00					
Venue	£0.00					
Promotion	£350.00					
Food/Drink	£0.00					
Photographer	£200.00					
Presentation	£0.00					
Road Closures	£0.00					
Fireworks	£0.00					
Wood & Firelighters	£0.00					
Film Licence	£0.00					
Equipment	£0.00					
Insurance cost	£0.00					
Staff Cost	£329.00					
Miscellaneous	£500.00					
Total	£5,500.00			Total	£1,800.00	£0.00

Salt Fair

Difference

£0.00

Please enter any descriptions that may change in this box

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:		Bonfire
Event Date:		7th November 2026
Event Time:		4pm-9pm
Event Location:		Barton Stadium
Event Description:	(Brief Overview)	Bonfire/fireworks for Winsford community

Planning Team

Event Coordinator:		Sarah Rossington
Team Members:	(All members involved)	WTC staff and others including volunteers

Budget

Total Budget:		6000.00
Estimated Cost:		
First Aid:		200.00
Marquee:		
Stage:		
TENS Licence:		21.00
MC:		200.00
Toilets:		550.00
Security:		1000.00
Entertainment:		1000.00
Decorations:		
Venue:		
Promotion:		300.00
Food/Drink:		
Photographer:		200.00
Presentation:		
Road Closures:		
Fireworks:		10500.00
Wood & Firelighters:		
Film Licence:		
Equipment:		
Insurance cost:		
Staff Cost:		500.00
Miscellaneous:		529.00
Total		15000.00

Funding Source:		
Sponsorship:		750.00
CWAC Grant:		750.00
Tickets:		3500.00
Town Council:		
Total		5000.00

Permissions & Licences:

Required Permissions:

CWAC - to hold event and SAG

Licences:

TENS

Application submission date:

Six months prior to event

Health & Safety

Risk Assessment needed:

Yes - SAFETY ISSUES

First Aid Provision:

Yes - SAFETY ISSUES

Emergency Plan made:

Yes - SAFETY ISSUES

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Banners/posters, emails, press, social media

Key Messages:

To encourage attendance and provide information

Timelines:

June 2026 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Fireworks, bonfire and stalls/food

Schedule of Activities:

Bonfire lit at around 6pm and fireworks at 7pm

Equipment Needed:

Fireworks and materials for bonfire

Vendors & Stalls:

Food & Beverage stalls:

Yes

Craft & Merchandise Stalls:

Yes

Vendor Agreements:

Via Parabellum and WUFC

Staff/Volunteers:

Staff/ Volunteers needed:

Yes

Volunteers roles:

Litter pickers, information and security

Volunteer Coordination:

Sarah Rossington

Logistics:

Event Layout:

As per event plan - Barton Stadium

Parking Arrangements:

Parking at location

Signage for event:

Yes

Transportation if needed:

None

Security:

Security Provider:

Yes

Number of Security:

As per Purple Guide + some for safety

Security Plan:

To be developed in event plan and in conjunction with provider

Post Evaluation:

Cleanup Plan:

WTC in conjunction with WUFC

Debriefing Meeting Date:

W/C 27th Oct 2026

Feedback methods:

Via emails, phone, face to face and site visits

Signatures:

Event Coordinator:

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Council Approval:

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Event Name:	Bonfire Night					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£200.00			Sponsorship	£1,000.00	
Marquee	£0.00			Town Council	£1,000.00	
Stage	£0.00			CWAC Members	£0.00	
TENS Licence	£21.00			Tickets	£3,500.00	
MC	£200.00					
Toilets	£550.00					
Security	£1,000.00					
Entertainment	£1,000.00					
Decorations	£0.00					
Venue	£0.00					
Promotion	£300.00					
Food/Drink	£0.00					
Photographer	£200.00					
Presentation	£0.00					
Road Closures	£0.00					
Fireworks	£10,500.00					
Wood & Firelighters	£0.00					
Film Licence	£0.00					
Equipment	£0.00					
Insurance cost	£0.00					
Staff Cost	£500.00					
Miscellaneous	£529.00					
Total	£15,000.00	£0.00		Total	£5,500.00	£0.00

Bonfire

Difference

£0.00

Please enter any descriptions that may change in this box

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:
Event Date:
Event Time:
Event Location:
Event Description: (Brief Overview)

Remembrance Day
8th November 2025
10-11.30am
Winsford Town Centre
Annual Remembrance Service

Planning Team

Event Coordinator:
Team Members: (All members involved)

Emma Haspell
WTC Staff, RBL and others

Budget

Total Budget:
Estimated Cost:

5500.00

First Aid:	100.00
Marquee:	
Stage:	
TENS Licence:	
MC:	
Toilets:	
Security:	100.00
Entertainment:	
Decorations:	1500.00
Venue:	
Promotion:	800.00
Food/Drink:	
Photographer:	200.00
Presentation:	
Road Closures:	2300.00
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	
Insurance cost:	
Staff Cost:	500.00
Miscellaneous:	
Total	5500.00

Funding Source:

Sponsorship:
CWAC Grant:
Tickets:
Town Council:
Total

0.00

Permissions & Licences:

Required Permissions:
Licences:
Application submission date:

CWAC - permission to use land and road closures
None
Six months prior to event

Health & Safety

Risk Assessment needed:
First Aid Provision:
Emergency Plan made:

Yes
Yes
Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:
Promotional Channels:
Key Messages:
Timelines:

Whole community
Social media and press
Information on event
June 2026 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:
Schedule of Activities:
Equipment Needed:

None
10.30 parade and 11.00 service
Stage for event

Vendors & Stalls:

Food & Beverage stalls:
Craft & Merchandise Stalls:
Vendor Agreements:

No
No

N/A

Staff/Volunteers:

Staff/ Volunteers needed:
Volunteers roles:
Volunteer Coordination:

Yes
Security and information
Emma Haspell

Logistics:

Event Layout:
Parking Arrangements:
Signage for event:

As per event plan - town centre and parade
Town Centre and Wyvern House
Yes

Transportation if needed:

For Mayor to deliver wreaths in the town

Security:

Security Provider:

Yes

Number of Security:

Not high profile

Security Plan:

As per event plan

Post Evaluation:

Cleanup Plan:

WTC in agreement with shopping centre

Debriefing Meeting Date:

Various - meetings in summer and Sept/Oct

Feedback methods:

Various - emails, calls and face to face, plus site visits

Signatures:

Event Coordinator:

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Council Approval:

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Event Name: Remembrance Day						
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£100.00			Sponsorship	£0.00	
Marquee	£0.00			Town Council	£0.00	
Stage	£0.00			CWAC Members	£0.00	
TENS Licence	£0.00			Tickets	£0.00	
MC	£0.00					
Toilets	£0.00					
Security	£100.00					
Entertainment	£0.00					
Decorations	£1,500.00					
Venue	£0.00					
Promotion	£800.00					
Food/Drink	£0.00					
Photographer	£200.00					
Presentation	£0.00					
Road Closures	£2,300.00					
Fireworks	£0.00					
Wood & Firelighters	£0.00					
Film Licence	£0.00					
Equipment	£0.00					
Insurance cost	£0.00					
Staff Cost	£500.00					
Miscellaneous	£0.00					
Total	£5,500.00	£0.00		Total	£0.00	£0.00

Remembrance

Difference

£0.00

Please enter any descriptions that may change in this box

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:	Xmas Festival
Event Date:	28th November 2026
Event Time:	4pm-9pm
Event Location:	Town Centre
Event Description:	(Brief Overview) To switch on Christmas lights and provide other entertainment

Planning Team

Event Coordinator:	Sarah Rossington
Team Members:	(All members involved) WTC staff and others

Budget

Total Budget:	7000.00
Estimated Cost:	
First Aid:	350.00
Marquee:	650.00
Stage:	1000.00
TENS Licence:	21.00
MC:	250.00
Toilets:	600.00
Security:	1000.00
Entertainment:	600.00
Decorations:	
Venue:	
Promotion:	350.00
Food/Drink:	
Photographer:	250.00
Presentation:	
Road Closures:	1400.00
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	
Insurance cost:	
Staff Cost:	1000.00
Miscellaneous:	529.00
Total	8000.00

Funding Source:

Sponsorship:	250.00
CWAC Grant:	750.00
Tickets:	
Town Council:	
Total	1000.00

Permissions & Licences:

Required Permissions:

CWAC - use of land and road closures

Licences:

TENS

Application submission date:

Six months prior to the event

Health & Safety

Risk Assessment needed:

Yes

First Aid Provision:

Yes

Emergency Plan made:

Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Banners/posters. social media, emails, press

Key Messages:

Information on event and attendance

Timelines:

June/July 2025 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Lights switch on, fun fair, stalls, Santa

Schedule of Activities:

4pm - lantern parade, 6pm - switch on

Equipment Needed:

None - lanterns

Vendors & Stalls:

Food & Beverage stalls:

Yes

Craft & Merchandise Stalls:

Yes

Vendor Agreements:

Via Parabellum

Staff/Volunteers:

Staff/ Volunteers needed:

Yes

Volunteers roles:

To erect gazebos and clean up

Volunteer Coordination:

Sarah Rossington

Logistics:

Event Layout:

As per event plan - town centre

Parking Arrangements:

Yes - town centre

Signage for event:

Yes - town centre

Transportation if needed:

None

Security:

Security Provider:

Yes

Number of Security:

As Purple Guide

Security Plan:

To be agreed via event plan and with supplier

Post Evaluation:

Cleanup Plan:

WTC in conjunction with shopping centre

Debriefing Meeting Date:

W/c 1st Dec 2025

Feedback methods:

Various - including site meetings, email, calls and face to face

Signatures:

Event Coordinator:

Council Approval:

Event Name:	Xmas Festival					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£350.00			Sponsorship	£750.00	
Marquee	£650.00			Town Council	£0.00	
Stage	£1,000.00			CWAC Members	£750.00	
TENS Licence	£21.00			Tickets	£0.00	
MC	£250.00					
Toilets	£600.00					
Security	£1,000.00					
Entertainment	£3,000.00					
Decorations	£0.00					
Venue	£0.00					
Promotion	£350.00					
Food/Drink	£0.00					
Photographer	£250.00					
Presentation	£0.00					
Road Closures	£0.00					
Fireworks	£0.00					
Wood & Firelighters	£0.00					
Film Licence	£0.00					
Equipment	£0.00					
Insurance cost	£0.00					
Staff Cost	£1,000.00					
Miscellaneous	£529.00					
Total	£9,000.00	£0.00		Total	£1,500.00	£0.00

Christmas

Difference

£0.00

Please enter any descriptions that may change in this box

Event Name:	Totals					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£1,800.00			Sponsorship	£7,650.00	£0.00
Marquee	£1,250.00			Town Council	£2,600.00	£0.00
Stage	£4,000.00			CWAC Members	£1,350.00	£0.00
TENS Licence	£126.00			Tickets	£3,500.00	£0.00
MC	£1,150.00					
Toilets	£3,100.00					
Security	£3,650.00					
Entertainment	£11,550.00					
Decorations	£2,060.50					
Venue	£120.00					
Promotion	£2,414.00					
Food/Drink	£1,338.00					
Photographer	£1,810.00					
Presentation	£250.00					
Road Closures	£2,300.00					
Fireworks	£10,500.00					
Wood & Firelighters	£0.00					
Film Licence	£1,500.00					
Equipment	£631.20					
Insurance cost	£500.00					
Staff Cost	£4,459.00					
Miscellaneous	£3,191.30					
Total	£57,700.00	£0.00		Total	£15,100.00	£0.00

Difference		
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← Actual Income - Actual Expenditure

Budget		
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← Budget + Difference -WTC expenditure

Please enter any descriptions that may change in this box

Company	Easter	Oscars	Raft Race	Party in the Park	Movie Night	Salt Fair	Bonfire	Remembrance	Xmas	Total
Cartridge People										£0.00
Police and Crime Commissioner										£0.00
Compass Minerals										£0.00
CW Estate Agents										£0.00
Deepstore										£0.00
Envo										£0.00
Europlas										£0.00
Innovas										£0.00
Martin Dawes										£0.00
Storengy										£0.00
Synetiq										£0.00
Technoprint										£0.00
Tiger Trailers										£0.00
Weavervale Housing Trust										£0.00
Winsford & Middlewich Rotary Club										£0.00
Dixon Rigby & Keogh										£0.00
KJW Landscapes										£0.00
S Cooper & Sons										£0.00
Costa Coffee										£0.00
Resmar										£0.00
Winsford United FC										£0.00
McDonalds										£0.00
Company Sponsorship Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CWAC Councillors										
Cllr Gina Lewis										£0.00
Cllr Mandy Clare										£0.00
Cllr Martin Beveridge										£0.00
Cllr Nathan Pardoe										£0.00
Cllr Simon Boone										£0.00
Cllr Stuart Bingham										£0.00
Cllr Tommy Blackmore										£0.00
CWAC Totals										£0.00
Winsford Town Council										£0.00
Sponsorship Totals										£0.00
Tickets										£0.00