

# 10 Days of prayer. Reading.



## Event Proposal

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**10 DAYS OF PRAYER IN FORBURY GARDENS.**

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# Introduction

## Overview of Event

In the heyday of Reading Abbey pilgrims traveled afar on their spiritual journey. The Abbey was considered to be one of the uppermost pilgrimage centres of UK. St James has always been associated with the Abbey and the Scallops shells that mark the famous pilgrimage route Santiago de Compostela in Spain are also found in Forbury Gardens to remind us that Pilgrims are welcome.

While works are under way to conserve the ruins in the brilliant ‘Reading Abbey Revealed’ project 10 Days of Prayer is an opportunity to celebrate. A chance to turn to God in the light of the Abbeys heritage, as it once was, a place of prayer for pilgrims from all over. Families will be welcomed to pray and worship and there will also be an exciting opportunity for the wider community to hear ordinary people telling extraordinary stories of how they found peace with God on their own adventures as pilgrims. Children and their parents and guardians will also be invited to decorate scallop shells in the create area of the tent. The first 7 days of the event will meet in Forbury Gardens starting on 20th of September at 5pm and end on the 27th September. The final 3 days will be in a venue TBC, hopefully nearby.  
All the events are free and open to anyone.

## Management of the Event

The main control point for the entire event is based in ‘The bus’ which will be parked onsite at Forbury Gardens. In addition to this effective management of the event is achieved through mobile phone communication and continual walking of the site linking guests and Teams. Teams will be encouraged to assist and support guests where needed.

## Safety / Security

Security management of the event is vital to ensure the event runs smoothly. the most effective form of security will be taken on a friendly pro-active basis. **All staff** will take special care of any changes in the area , people acting in a suspicious manner, packages left or vehicles left in unauthorised areas. In the event of any major incident occurring or having the potential to occur staff will be instructed to contact the Event Manager immediately. the event manager will delegate the incident. Two members of security will be onsite throughout the night during the 7 days

# Team Information

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## Event Control

**Team Leader:****Contact:** (mobile)

Based at the control point in 'The Bus' near the tent, responsibilities include overall event and administration control as follows:

- Overall event management
- General vehicular and visitor management
- Major incident management
- Directing of programme and information
- Liaison with guests
- Ensuring safe event delivery
- layout of site
- Staff management

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## Stewarding

**Team leader:****Contact:**

Stewards on arrival at the site should make themselves familiar with the site and especially with the location of and use of all safety equipment. That will ensure all gangways and exits are kept clear at all times.

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## House Keeping

**Team Leader:****Contact:**

House keeping are responsible to make sure the main tent is set up and ready for each event over the 7 days in a manner which is safe, ensuring that all exits and gangways are kept clear. They should also ensure the site is kept generally clean and tidy, bins are emptied and new liners installed as necessary and that toilets are equipped with toilet paper, soap and clean towels before each event.

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## PA

**Team Leader:****Contact:**

The PA teams should arrive in time to make sure that the system is switched on and setup ready for a sound check for the incoming event. They should liaise and meet the requirements of each of those leading the programme and be ready to deliver them in a manner which ensures the safety of those taking part and the members of the public. They are also to ensure that sound levels are kept within acceptable levels remembering excessive levels although enjoyed by the younger can ruin an event for older people.

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## Prayer/worship teams.

**Team leader:** Tim Doolan**Contact:** 07928615101

Will ensure that they have discussed any requirements with the PA team before the event as on the days of the event it might be too late to provide any equipment that is required.

### Children's Activities- Decorate your own St. James Scollop shell.

**Team Leader:****Contact:**

All members of staff working with children at the the Big Tent Event Must be CRB checked and the Team Leaders must have seen an up to date CRB certificate for everyone on their team prior to the event. Parents/guardians will be expected to be responsible for their own children at all times and will be expected to stay with their children although assistance will be offered for the crafts and art activities.

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## First Aid

**Team leader:****Contact:**

Over the 7 days there should be a registered first aider on the Forbury Gardens site during all events. They will be responsible to only carry out first aid within their level of training and to call for appropriate assistance for anything beyond this. Reading Berkshire Hospital is the accident and Emergency department and any walking wounded should be directed accordingly. The first aider will also be expected to make an entry in the First Aid log held at the control point in 'The bus' after giving any first aid. They should also immediately after giving any assistance, make the event controller aware of any safety issues highlighted by the incident.

# **Welfare Arrangements**

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## **Event Information**

The control point at 'The Bus' will be the one main point of distribution for event information. Communication via mobile phones will allow early management of any situations that may arise.

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## **Refreshments and catering**

Tea, coffee and hot chocolate will be served in the main tent. (All profits will be put back into the running of the event.)

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## **Toilet**

4 single unit toilets positioned behind the refreshments cafe near the entrance.

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## **Bins**

2 large wheelie bins will be located next to the toilets.

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## **Forbury Gardens**

Care will be taken of all gardens and any reparations will be taken out by 10 days in agreement with Forbury Gardens gardener and Luke Lloyd of Reading Council.

A special flooring will be used in the tent that I designed to make minimal damage to grass and allow new growth under duration of its use.

## Forbury Gardens site Plan (not to scale)



The National  
Property Gazetteer