17th INTERNATIONAL CHRISTMAS CHARITY BAZAAR

Saturday, 30th November 2019

2nd General Meeting
Monday 7th October 2019
Novotel Hotel
Agenda

- 2019 Event Overview
- Entertainment & Lottery Prizes
- Workshop
- Press Event
- Facebook Publicity
- Opening Ceremony
- Christmas Tree Ceremony
- Participation Guidelines
- Next Meeting & Contact Details
Event overview

- Saturday 30th November, Vilnius Town Hall (Rotušė)
- Stand placement to be decided by lottery
- Workshop for making Christmas cakes
- Press Event to promote your stand
- The lighting of the town Christmas tree is usually a part of the event

Indoor and outdoor stands managed by Embassies, IWAV & international schools offering hand-made crafts, souvenirs and Christmas treats in exchange for donation
Entertainment

- please let us know if you are considering any entertainment
- place of performances will be in the Great Hall, on the stage
- confirmation with specific needs by 3th General meeting 19th November
- performers during the event e.g. singers, dancers, musicians
- please send us 3-4 seasonal songs for the DJ

Contact: iccblietuva@gmail.com
Lottery

Can you offer a lottery prize?

- each prize - a minimum value of 50€, it can consist of many small items together as a gift package
- maximum value - about 200€ (for tax purposes)
- prizes over 200€, lucky winner should declare for tax
- prizes can be for example a large item from stand sponsors, a gift from Embassy/School, a basket filled with products from stand
Lottery

Can you offer a lottery prize?

- let us know in advance if you contribute with a prize
- prizes can be brought to the General Meetings or contact ICCB
- information about the prizes will be added to the prize list advertised on the ICCB Website/Facebook
- logos and information about prizes will be displayed at the Lottery Stand at the Bazaar
- lottery ticket price is 2 € and pre-sale starts immediately!
- the sum of money from selling the tickets will be added to the stand total
- lottery draw at 15:00 o’clock at the Bazaar for top prizes
- results will be published on ICCB Website/Facebook
Good Will ambassadors

Beata Nicholson

Erika Jennings
Workshop

- we invite all stand representatives to get together at Beata Nicholson’s cooking studio (Beatos virtuvé) on 5th November, lunch time
- we will bake a traditional British Christmas Cake, and while its stands and matures your favorite national liquor/spirits will be poured into the cake
- materials cost 10€ for maximum 2 participants
- more information will be provided via email, so please let us know if you are interested in participating
- cakes will be sold at the Bazaar by Beata
- Confirmation of participation by 1th November
Press Event

- a “mini-bazaar” to showcase to press a selection of participants and products available
- edible items to share always popular!
- national dress, flags and decorations encouraged
- **Tuesday, 26th November, Irish Embassy at 11:00**
- set-up starts at 10:00
- press and Patrons will be invited
- more details via email
- confirmation of participation by 3th General meeting, 19th November
Facebook Publicity

- each stand is invited to be featured on the ICCB Facebook page, throughout November
  
  https://www.facebook.com/ICCB.Lt

- stand is asked to send:
  
  - up to 5 photos (JPEG format) of some of their stand’s items with short description
  - a short greeting to ICCB Facebook page followers (1-2 sentences) in English and Lithuanian (native language if desired)

- send to ICCBLietuva@gmail.com
Opening ceremony

- we will sing together at the opening ceremony
- a short part of “Silent Night” in your own language
- if your country has another seasonal song, please let us know, will be also include it in this program
- IWAV members will also sing
- we encourage Embassy representatives, their family members, children to sing a short part of the song
- musical accompaniment will be provided as acoustic help
- more information via email
Christmas tree lighting ceremony

- Exact time etc TBC
- Ceremony to light Rotušė Christmas Tree at 17:00 on the Bazaar Day

- Opportunity for Ambassadors or Embassies employees/spouses
- Christmas greeting in national language
- National dress preferable
- If you are interested in participating please let us know
Participants Guidelines

How to prepare for the Bazaar

- planning
- stand management
- country displays
- treasurer info
- sponsor recognition
- lottery
- outside stands
Indoor stands

Stands available:
Standard size - 1,5-2m x 2m
Larger size - 1,5-2m x 3m
• Standard size includes 1 table, 1 chair & 2 shelves on back wall

• All food/drink containers/packages must be packaged for Indoor Stands, with labels of ingredients in both English and Lithuanian
• Set up on Friday November 29th between 17:00 and 20:00 (times slot will be given) and Saturday 30th from 9:30 - 11:00
Outdoor stands

- tents will be placed in front of Rotuse to build our own small square
- attractive for countries willing to serve national cuisine
- outdoor tents will be separated from the rest of the square with the municipality market with mobile fences
Stand Management

All stands are managed by an Embassy or a Consulate recognized by the Foreign Ministry of Lithuania, or an International school in Vilnius, or IWAV.

• Each stand is self-managed
• The stand manager, who is connected to the Embassy, should be named
• Suggestion of a minimum of 4 volunteers, a treasurer and other volunteers working in shifts if desired.
• If you need volunteers to help you, please ask at the ”Volunteer table” in the entrance hall and we will try to help you
A Stand Manager kit, including stand location, badges etc will be given out at 3rd General Meeting
• Have your badges visible, no entrance to Rotuse without them
• Each stand receives five badges for entrance before opening ceremony
• Bring plastic bags for your stand for trash and clean-up
• Do not leave without cleaning up and emptying your stand and depositing trash to designated places!!
Country display

Mandatory handmade items

- traditional costume/outfits appreciated
- decorate your own stand, remember, it is Christmas
- anything outside your stand space is forbidden: no roll-ups adverts, furniture, own entertainment (there will be General entertainment)
- layout of stands will be decided by lottery under supervision of our Legal partner
Labelling

Price labels = donation labels
DONATION/PARAMA xxx Euros

![Image of wrapped food items]

**Donation/Parama: 5 Euros**

- The word "price" is not allowed
- All food items inside must be wrapped and have an ingredient list in English and Lithuanian
Each stand to appoint their own treasurer – needs own float/small change to give back (100 euros) & a secure money box

- All funds to be handed to the IWAV treasurer Monica Sirvinskaite at regular intervals
  - only cash payments in Euros
  - respecting the schedule
  - preferably, count before bringing the money
  - Q&A treasurer@iwavilnius.com
Sponsor recognition

Stand sponsors – max A3 size poster with a company logo in a stand area
- No larger displays
- Lottery sponsors will be presented by the Lottery Stand at the Bazaar and on Facebook/website
- Contact companies in your own country or those represented in Lithuania
- For larger sponsors or if you need assistance with potential sponsors please contact the sponsorship co-ordinators Irena Vaiksnoriene and Natalie Dapkiene
IWAV Stands

- IWAV angel boutique
- IWAV boutique
- IWAV book stand
- IWAV art corner
- IWAV outside food stand
Next meeting

Tuesday 19th November

10:00
Novotel Hotel

Stand Managers Only!
## 1. PLANNING

<table>
<thead>
<tr>
<th>Pre-Bazaar Planning</th>
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<tbody>
<tr>
<td><strong>Monday, September 16th</strong></td>
<td><strong>1st General Meeting, 10:00 – 12:00, Novotel Hotel</strong></td>
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<tr>
<td><strong>Monday, October 7th</strong></td>
<td><strong>2nd General Meeting, 10:00 – 12:00, Novotel Hotel</strong>&lt;br&gt;<strong>Deadline for confirmation of participation</strong>&lt;br&gt;<strong>Lottery Tickets and Posters available</strong></td>
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<td><strong>October-November</strong></td>
<td><strong>Publicity for Christmas Bazaar on Facebook, Website and media outlets</strong></td>
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<td><strong>Tuesday, November 5th</strong></td>
<td><strong>Workshop by Beata Nicholson, about lunch time</strong></td>
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<td><strong>Monday, November 18th</strong></td>
<td><strong>Stand lottery – with the presence of our Legal partner, Eversheds Saladžius</strong></td>
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<td><strong>Tuesday, November 19th</strong></td>
<td><strong>3rd General Meeting, 10:00 – 12:00, Novotel Hotel</strong>&lt;br&gt;<strong>Stand management only.</strong>&lt;br&gt;<strong>Stand package available</strong></td>
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<tr>
<td><strong>Tuesday, November 26th</strong></td>
<td><strong>Press Event, 11:00, Irish Embassy, Gedimino pr. 1</strong>&lt;br&gt;<strong>Please inform us on your registration form if you are interested in participating.</strong>&lt;br&gt;<strong>Setting up starts at 10:00.</strong></td>
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<tr>
<td><strong>Friday, November 29th</strong></td>
<td><strong>Preparation of indoor stands from 17:00 – 20:00</strong></td>
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<tr>
<td><strong>Saturday, 30th</strong></td>
<td><strong>Bazaar day</strong></td>
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### Bazaar day: SATURDAY 30\textsuperscript{th} NOVEMBER 2019

<table>
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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Morning before 11am</strong></td>
<td>Setup of Outside stands</td>
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<tr>
<td>9:30</td>
<td>Vilnius Town Hall is opened for preparation only. Inside entry only permitted with badge</td>
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<tr>
<td>10:55</td>
<td>Arrival of VIP guests Stand managers are asked to meet at the entrance to greet guests for the opening ceremony. (Stands must be fully prepared) Note: For security reasons, VIP guests must bring their invitation to enter Rotuse.</td>
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<tr>
<td>11:00</td>
<td>Opening Ceremony</td>
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<td>12:00</td>
<td>Public opening</td>
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<td>15:00</td>
<td>Lottery draw</td>
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<td>17:00</td>
<td>Christmas Tree Lighting – Rotuse Square</td>
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<td>18:00</td>
<td>Event ends inside</td>
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<tr>
<td>20:00</td>
<td>Event ends outside, exactly time will be arranged with the Municipality</td>
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### Post-Bazaar events

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Wednesday December 11\textsuperscript{th}</td>
<td>Handover ceremony, 10:00 – 12:00, Kempinski Hotel</td>
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<tr>
<td>Friday December 27\textsuperscript{th}</td>
<td>Last day to collect lottery prizes. Unclaimed prizes will be used for charity purposes.</td>
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….only **54 Days** until the 2019 Bazaar!!