

**CHRISTMAS CAROL CONCERT****Saturday 13 December 2025 2:30pm****Sheffield City Hall (Oval Hall), Barker's Pool, Sheffield. S1 2JA**

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**Tuesday 9 December 2025**

7:00-9:00pm **Birkdale School (Senior School)** Piano Rehearsal  
Heeley Hall, Oakholme Road, Sheffield S10 3DH

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**Saturday 13 December 2025**

12:00-1:30pm Sheffield City Hall (Oval Hall) Tutti Rehearsal

**2:30pm Sheffield City Hall (Oval Hall) CONCERT**

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**Registration on Saturday 13 December 2025**

Please enter via the main front entrance to Sheffield City Hall (SCH) on Barker's Pool and register at the desks in the foyer by signing in. It is your responsibility to ensure that your presence has been registered. If you leave the City Hall between rehearsal and concert, please use the Stage Door, sign out and sign back in on your return.

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**Dressing Rooms**

We are still awaiting confirmation from SCH of which dressing rooms will be available to us on the day.

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**Seating Plan**

We will have a Seating Plan for all choir items which will be available on the Weekly Update the week before the concert and on the website.

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**Folders**

Your music should be in your black SPC folder.

**Running Order – SPC items** – a more detailed sheet will be available on the Weekly Update

Ripon Fanfare/DingDong; O Come; Carol of the Bells; The Lamb; Angels We Have Heard On High; While Shepherds; Once in Royal. INTERVAL. Nova, Nova; God Rest You; Sussex Carol; Sleep! Sleep!; Christmas Eve; Barnsley; A Merry Little Christmas; Hark! The Herald; O Holy Night

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**On the Day**

Please make sure that you are fully up to speed with concert arrangements **before** the day of the concert as committee members cannot guarantee to answer queries on the day.

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**Evacuation Procedure & Health and Safety Information**

- In the event of an emergency please follow the directions of marshals and leave in an orderly manner. Do not try to retrieve belongings
- Do not attend if you have symptoms of COVID, 'flu, a heavy cold or uncontrollable cough
- Please take your own drinks but don't take them on stage during a concert
- Don't use breakable vessels; store and carry hot drinks safely
- Keep belongings out of thoroughfares, especially in restricted areas
- Take care when using stairs and steps
- Please stick to the prescribed areas

**SUMMARY OF CONCERT & PLATFORM PROCEDURE****Concert Dress/Christmas attire**

- Plain black shirt or blouse with full length sleeve (no lace, mesh, patterns or sequins)
- Smart black long tailored trousers (no jeans or leggings) or full length formal skirt for women
- Black socks or black or neutral pop-socks or tights
- Black shoes or ankle boots
- Small black bag (if necessary)
- Discreet jewellery and/or Christmas themed jewellery
- No after shave or perfume
- **No sashes**
- **Black jackets for men and coloured/Christmas themed bowties if possible**
- **Please only turn on illuminated Christmas accessories in the interval for the second half**
- **PLEASE REMEMBER TO BRING YOUR BLACK SPC FOLDER**

**Start of the first half**

- All members music be ready to assemble no later than **15** minutes before the concert
- Members should be ready to access the platform **10** minutes before the concert
- Enter either side of the stage filing on from the front and sit once you reach your seat. **For sopranos and tenors**, please hold your folder down by your right side, spine up, logo out; **for altos and basses**, please hold your folder down your left side, spine up, logo out
- Do not talk once the orchestra/band start tuning
- Stand once the conductor reaches the podium
- Open folders as the conductor turns to start the concert

**End of first half**

- Once the applause starts return your folder to your right-hand side
- File off from the back after the conductor has left the stage
- Sherry and mince pies will be served as usual in the Production Corridor

**Start of the second half**

- Return to the stage and follow the protocol from the beginning of the first half

**End of the concert**

- Return folder to right-hand side once the applause starts
- Sit once the conductor leaves the stage for the first time
- Stand when prompted by the conductor
- Do not applaud Darius as he is representing the choir
- Once the conductor has left the stage for the final time file off from the back
- Please join members of the chorus for a well-earned post-concert drink in The Fargate pub at the top of Fargate