



David Winder APrGM
MCF 2021 Festival Vice President



Training Guide for

Cabinet members, Group Chairmen, Representing Officers,
Regional Charity Stewards, Group Charity Stewards, Lodge and
Chapter Charity Stewards, Festival Representatives and members.



The Masonic Charitable Foundation (MCF)

The MCF was launched in April 2016.

It over-arches the work of the four national Masonic charities:

The Grand Charity - The Royal Masonic Trust for Girls and Boys
The Masonic Samaritan Fund - The Royal Masonic Benevolent Institution

The MCF will simplify a wide range of grants and assistance for Masons and their families who have a financial, health, education or care need, as well as providing aid for the wider community.

The MCF will allocate funds to the four charities and will award grants to other charities, hospices, medical research and disaster relief appeals.

It really does cover the whole gambit of Masonic charitable funding.



What is a festival?

To fund the four national charities each Province, under the United Grand Lodge of England, is invited to organise a fundraising event known as a 'Festival'. This occurs on average every 11 years.

The 'Festival' system is the most important fundraising method in support of the four national charities' and all Festival's due to conclude during or after 2022 will be in support of the MCF.

The purpose of a 'Festival' is to raise significant funds for the nominated charity that each Province has been chosen to support so that they may be able to continue with their good work.

A 'Festival' generally lasts for five years or more. However, the West Lincs MCF 2021 Festival is running for four years due to the impetus of celebrating 300 years of Freemasonry and the acknowledged difficulties of the current financial climate.





PrGM's Message

I was delighted on behalf of the Province of West Lancashire to accept the invitation of the newly formed Masonic Charitable Foundation to arrange a Festival in support of their work and for our Province to have the privilege to be the first to be invited by them to do so.

The Province of West Lancashire has a fine heritage of giving and supporting charitable causes both Masonic and non-Masonic and those who find themselves in need.

It will therefore be an honour to provide a Festival in support of the new overarching Masonic Charitable Foundation which notably will take over the work of the four current Central Masonic Charities in providing a wide range of grants to Freemasons and their families who have financial, health and care or family need.



PrGM's Message

It is also reassuring to know that the Foundation will award grants to other non-Masonic charities, medical research studies and disaster relief appeals.

The four year Festival will coincide with the celebration of 300 years of Freemasonry and provide an opportunity to demonstrate that our charitable giving and care for others is as strong now as ever before.

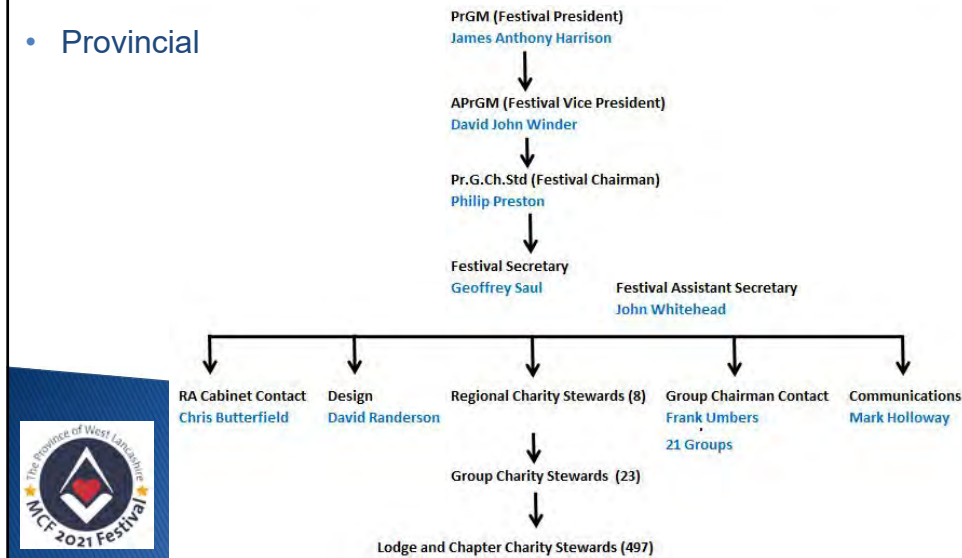
I therefore have no hesitation in heartily recommending this most worthy cause and would ask you to give your fullest support to it, in the time honoured West Lancashire Way, putting service before self in support of those in need and those less fortunate than ourselves.

Regards

How is it going to work?

This festival like others before it will involve the Charity team and brethren at all levels:

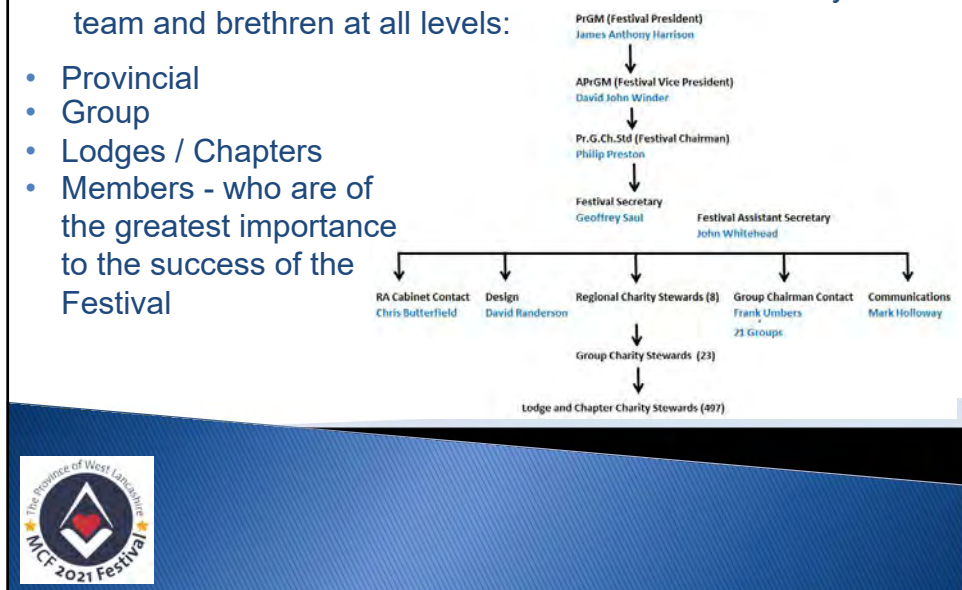
- Provincial



How is it going to work?

This festival like others before it will involve the Charity team and brethren at all levels:

- Provincial
- Group
- Lodges / Chapters
- Members - who are of the greatest importance to the success of the Festival



What is required of me?

- Provincial Charity Steward:
 - Training and support of Regional / Group Charity Stewards'
 - Monitoring, evaluating and driving MCF 2021 Festival activities
- Regional Charity Steward:
 - Training and support of Group Charity Stewards' and liaison with Group Chairman
 - Monitoring and evaluating MCF Festival activities in their respective groups
 - Assist group officers proactively in developing fund raising events in support of the Festival
- Group Charity Steward:
 - Training and support of Lodge / Chapter Charity Stewards' and Festival Reps
 - Monitoring and evaluating MCF Festival activities in their respective lodges and chapters
 - Assist lodge and chapter Charity Stewards and Festival Reps to plan and organise fund raising events in support of the Festival



What is required of me?

- Lodge / Chapter Charity Stewards' and Festival Representatives:
 - Explain the purpose and aims and documentation of the MCF 2021 Festival to their members
 - Proactively encourage their members to qualify for patronage by use of the Direct Debit and or Single donation form in support the Festival
 - Operate the Relief Chest (White) Envelope Scheme
 - Utilise the Miscellaneous Donation Form
 - Monitoring and evaluating MCF Festival activities in their respective lodges and chapters and reporting to the Group Charity Steward
 - Plan and organise fund raising events in support of the Festival
- Members:
 - The PrGM very much hopes that whilst enjoying your Freemasonry you will support the Festival and wear your Jewel with pride



Festival Jewels'

This Festival is the first time the Province of West Lancashire has been able to support all the four major charities: The Grand Charity, Samaritan Fund, Masonic Trust for Girls and Boys and the Royal Masonic Benevolent Institution within the one overarching Masonic Charitable Foundation Festival.

The Provincial Grand Master and all the brethren in the Province of West Lancashire are privileged to be in the very first Province to be asked to do so and every donation whatever the amount is thankfully received and will be faithfully applied by the Masonic Charitable Foundation.

Wear your 'Stewards' Jewel' with PRIDE.



Festival Jewels'

This is the first time any Province has been authorised to use their Provincial coat of arms as the focus of a Festival Jewel.

The Provincial Grand Master is very proud of the fact that our coat of arms can be used for the very first time in this bespoke Jewel.

Wear your 'Stewards' Jewel' with PRIDE



How to attain Patronage

All Groups, Lodges and Chapters will receive a certificate at the level of patronage they achieve. They will also be allowed to show this on their letterheads and summonses.

Groups / Lodges

£1,500	= Vice Patron
£3,000	= Patron
£4,500	= Grand Patron

Chapters

£750	= Vice Patron
£1,500	= Patron
£2,250	= Grand Patron



How to attain Patronage

All members will receive a Stewards' Jewel at the level of patronage they achieve.

Members'

£5 per month	= Steward
£10 month	= Vice Patron
£15 month	= Patron
£25 month	= Grand Patron

Relief Chest (White) Envelopes will also accrue towards patronage and can be used to attract tax relief for the Masonic Charitable Foundation



Key Points for Those attending upon or representing the PrGM

MCF over-arches the work of the four national Masonic charities

West Lancashire is the first Province to be asked to hold a Festival for the Masonic Charitable Foundation

The MCF 2021 Festival is a four year Festival and benefits from the impetus of the celebration of 300 years of Freemasonry

Festival's are the main source of funding for the Masonic Charitable Foundation

The PrGM is very proud of the fact that our coat of arms is being used for the very first time on the Stewards' Festival Jewel

Wear your 'Stewards' Jewel' with PRIDE



Forms

Direct Debits

Relief Chest (White) Envelopes

Miscellaneous donations.



Direct Debit and Single Donation Form



All donations will be thankfully received and faithfully applied

Direct Debit and Single Donation Form

This section of the presentation will show Lodge and Chapter members how to use / complete the Direct Debit and Single donation Form.

Note: The form allows for a four year Direct Debit or a Single donation to the MCF 2021 Festival.



All donations will be thankfully received and faithfully applied

Direct Debit and Single Donation Form

The form is divided up into six parts:

To sign up for a direct debit, a member must fill in Part 1, Part 2, Part 3 and Part 6. If he wishes to Gift Aid his donations then also fill in Part 5. Tax relief will go directly to the MCF 2021 Festival Chest.

What monthly direct debit amount should be considered for immediate jewel patronage?

£5 per month = Steward
£10 month = Vice Patron
£15 month = Patron
£25 month = Grand Patron.

As the festival is set for a 4 year period these monthly amounts required assume a direct debit mandate period of 4 years.



All donations will be thankfully received and faithfully applied

Direct Debit and Single Donation Form

Part 1

This part must contain the members bank details e.g. Barclays Bank, Fishergate Branch, Preston.

It must also have the Account Name as it appears on statements or cheques, along with the Account Number and the Sort Code.

Note: To sign up for a direct debit, a member must fill in Part 1, Part 2, Part 3 and Part 6.



All donations will be thankfully received and faithfully applied

Direct Debit and Single Donation Form

Part 2

This part is the mandate is from the donor to his bank and must have along with the Account Number and Sort Code, his signature.

Note: To sign up for a direct debit, a member must fill in Part 1, Part 2, Part 3 and Part 6.



All donations will be thankfully received and faithfully applied

Direct Debit and Single Donation Form

Part 3

This part indicates what donation you wish to donate on a regular basis.

This must be filled in and the start date, monthly box, and period of time e.g. four years must be ticked.

The member's Lodge or Chapter must also be completed so that he can be accurately identified.

Note 2: The start date for payments must be two months after the date of signature to allow time for the mandate to be processed.

Note: To sign up for a direct debit, a member must fill in Part 1, Part 2, Part 3 and Part 6.



All donations will be thankfully received and faithfully applied

Direct Debit and Single Donation Form

Part 4

This part details for a single donation:

If a brother wishes to make a single donation to entitle him to immediate jewel patronage he will need to donate one of the following amounts:

Steward £240 Vice Patron £480
Patron £720 Grand Patron £1,200

Note:

The relevant donation box MUST be ticked. If he has already given a donation, by filling in the box and stating the date it the donation was made, it will be found and added to his total patronage.

Note: To sign up for a direct debit for a single donation, a member must complete Part 1, Part 2, Part 4 and Part 6 of the form.



All donations will be thankfully received and faithfully applied

Direct Debit and Single Donation Form

Part 5

This part enables a Tax payer to state that they wish their donation to attract Gift Aid

Note:

You must be a Tax payer to claim Gift Aid.

The Gift Aid will go directly to the MCF 2021 Festival Chest.



All donations will be thankfully received and faithfully applied

Direct Debit and Single Donation Form

Part 6

This part is the personal details section and ensures the correct Mason in his correct Lodge or Chapter is identified.

All details must be completed the member **MUST** sign it at the bottom to complete the Direct Debit mandate.



Personal Details:
Please enter your name and address IN FULL using BLOCK CAPITALS:

Title: ☐ Mr ☐ Mrs ☐ Dr ☐ Other (.....)

Surname: [Grid]

Forename(s): [Grid]

Address: [Grid]

Postcode: [Grid]

Telephone: [Grid]

Signature: [Line]



All donations will be thankfully received and faithfully applied

Note: To sign up for a direct debit, a member must fill in Part 1, Part 2, Part 3 and Part 6.

Direct Debit and Single Donation Form

Note:

The completion date for all Direct Debits expires at the end of May 2021.

The Direct Debit amounts are therefore determined by The chosen patronage amount divided by the number of months remaining to the end of May 2021.

It is therefore vital that Direct Debits started after May 2017, the monthly payment is adjusted accordingly



All donations will be thankfully received and faithfully applied

Direct Debit and Single Donation Form

When the form has been completed by the member it should be given to the Lodge / Chapter Charity Steward, who will pass it to the Group Charity Steward, who will pass it to the Regional Charity Steward, who will forward it on to Geoff Saul the 2021 Festival Secretary, who will allocate a jewel.

Note: Refer to the MCF 2021 User Guide for further information on completing the Direct Debit mandate



All donations will be thankfully received and faithfully applied


Direct Debit and Single Donation Form

Refer to the MCF 2021 User Guide for further information on completing the Direct Debit mandate



All donations will be thankfully received and faithfully applied

Relief Chest (White) Envelope Scheme for the MCF 2021 Festival




Relief Chest Scheme


Province of West Lancashire
Masonic Charitable Foundation
2021 Festival
Relief Chest No: FEST2021

giftaid it

Relief Chest Scheme
Masonic Charitable Foundation
60 Great Queen Street
London WC2B 5AZ
T: 020 3146 3333
E: reliefchest@mcf.org.uk
W: www.mcf.org.uk/reliefchest

 **Masonic**
Charitable Foundation

On 1 April 2016, the Relief Chest Scheme of the Freemasons' Grand Charity (Registered Charity Number 281942) became part of the Masonic Charitable Foundation, a new charity for Freemasons, for families, for everyone.
Please visit mcf.org.uk for further information.



Relief Chest (White) Envelope Scheme

This section of the presentation will show how to use / complete the Relief Chest (White) Envelopes for Lodge and Chapter members giving at meetings.


Note:

It is the hope of the PrGM that for the period of the Festival, Relief Chest (White) Envelope will be your first choice when making donations.



Relief Chest (White) Envelope Scheme

The front of the envelope has the Relief Chest details.



RCS
Relief Chest Scheme

Province of West Lancashire
Masonic Charitable Foundation
2021 Festival
Relief Chest No: FEST2021

giftaid it

Relief Chest Scheme
Masonic Charitable Foundation
60 Great Queen Street
London WC2B 5AZ
T: 020 3146 3333
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Masonic Charitable Foundation



Relief Chest (White) Envelope Scheme

The back of the envelope is used to record details of the donor and his donation amount.



Thank You

Please complete this slip in BLOCK capitals and place in the envelope with your donation

First Name in full
Surname
House Name or No.
Address
Post Code
Lodge or Chapter No.
Date

Donation £
Relief Chest No. **FEST2021**

Please read the notes overleaf before you tick the relevant box(es)
Please treat [✓] as Gift Aid donations all qualifying gifts of money made:
on this donation only ☐ on this donation and in the future ☐

The Relief Chest Scheme of The Freemasons' Grand Charity (Registered Charity No.281942)

3007080052016



Relief Chest (White) Envelope Scheme

Carefully read the Gift Aid declaration on the back of the flap before you tick the “Gift Aid” box.



Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme of The Freemasons' Grand Charity (Registered Charity No.281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift.

Gift Aid is reclaimed by the Charity from the tax you pay for the current tax year.

Your address is needed to identify you as a current UK taxpayer

Declaration

I am a UK taxpayer and understand that if I pay less Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

In order to Gift Aid your donation you must tick the relevant box(es) overleaf

Please notify us if you:

- Want to cancel your declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.

Relief Chest (White) Envelope Scheme

Complete the detachable back flap.

Do not forget to put your Lodge or Chapter number in the correct box.

Carefully remove the flap along the perforations, and place it in the envelope along with your donation.



First Name in full
Surname
GEOFF
S

Important Notes

The donor must write their first name in full, surname, house name or number, post code as well as tick the Gift Aid Declaration box(es), or we will not be able to reclaim.

Please read the declaration on the reverse of the detachable slip before ticking the

Higher rate tax payers.
If you pay Income Tax at the higher or additional rate and want to receive the additional 25p, you must include all your Gift Aid donations on your Self-Assessment tax return. Revenue and Customs to adjust your tax code.

For further information on Gift Aid please visit www.hmrc.gov.uk

Enduring Declarations.
Donors who have previously completed a valid Gift Aid Declaration do not need to

Relief Chest (White) Envelope Scheme

Lodge / Chapter Charity Steward

When the envelopes are collected they need to be recorded on the MCF 2021 Record of giving (White Envelopes).

Note: This form is in your pack



Relief Chest (White) Envelope Scheme

Lodge / Chapter Charity Steward

The following information needs to be entered on the record sheet:

Lodge name and number
Members and visitors names
Donation amount per month / meeting
Total per month/meeting
Total per member/visitor
Total annual donation



Note:

- This record sheet is for the use of Lodge and Chapter Charity Stewards
- It is the only record retained in the Province of donations using the Relief Chest (White) Envelope Scheme.
- The form is the only audit trail and is confidential to Lodge / Chapter Charity Stewards and the Lodge / Chapter Charity Auditors.

Relief Chest (White) Envelope Scheme

Lodge / Chapter Charity Steward

When you have recorded the donations you need to post the completed slips with a cheque (made payable to the Freemasons' Grand Charity in the Pre-Paid



Envelopes

110x220 mm

Packaging Tips:

- Put thin elastic bands around each bundle of slips. (This prevents the separate bundles of slips from sliding around and combining which helps keep the envelope as thin as possible.)
- Ensure all the Gift Aid envelope slips have been torn off the envelopes themselves before packing the slips.
- Avoid using thick paperclips.
- Ensure you use standard size DL envelopes.



Relief Chest (White) Envelope Scheme

Lodge / Chapter Charity Steward

When you have recorded the donations you need to post the completed slips with a cheque (made payable to the Freemasons' Grand Charity in the Pre-Paid



Envelopes

110x220 mm

Business Reply
Licence Number
RTTT-JXEZ-SLHK

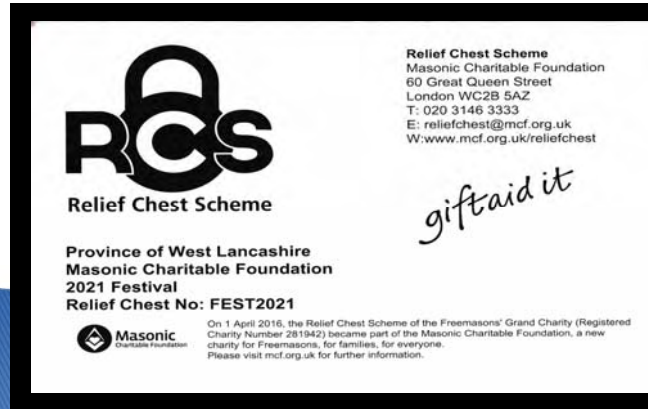


Please note:

It is the PrGMs wish that the Relief Chest (White) Envelope Scheme donations are posted to the MCF after every Lodge / Chapter meeting.



Refer to the MCF 2021 User Guide for further information on recording / use of White envelopes.



Misc-Payment-Form for the MCF 2021 Festival

	<h2 style="text-align: center;">Miscellaneous Payment Form</h2> <p>Please do NOT use this form for personal donations</p>		
	<p>Relief Chest Details</p> <p>Relief Chest name Province of West Lancashire MCF 2021 Festival</p> <p>Relief Chest no. FEST201</p>		
<p>Donation Details</p> <p style="text-align: center;">Please ensure all cheques are made payable to "The Freemasons' Grand Charity".</p> <p>Donation amount: £ Date </p> <p>Description of donation (e.g. raffle collection, alms; for festival donations please enter Lodge name and number)</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			
<p>Receipt Details</p> <p>Please tick if a receipt is required <input type="checkbox"/> Please note that receipts can only be issued to the Relief Chest Representative.</p> <p style="margin-top: 20px;">Please send completed form and donation to: Relief Chest Scheme, The Freemasons' Grand Charity, 60 Great Queen Street, WC2B 5AZ</p> <div style="text-align: right;"> <small>3 92385 402351</small> </div>			

Misc-Payment-Form

This section of the presentation will show how to use / complete the Misc-Payment-Form for Groups, Lodges, Chapters and Society's, and is ideal for donations made outside lodge meetings such as Festive Board Donations or fund raising events etc.

Misc-Payments will accrue to Groups, Lodges, Chapters and Society's, patronage.



Misc-Payment-Form

When completing the "Donation amount" section remember to complete the date of the donation as well as the amount of your donation.



Miscellaneous Payment Form
Please do **NOT** use this form for personal donations

Relief Chest Details
Relief Chest name:
Relief Chest no.:

Donation Details
Please ensure all cheques are made payable to "The Freemasons' Grand Charity".
Donation amount: £
Date:
Description of donation (e.g. raffle collection, alms; for festival donations please enter Lodge name and number)

Receipt Details
Please tick if a receipt is required ☐ Please note that receipts can only be issued to the Relief Chest Representative.

Please send completed form and donation to:
Relief Chest Scheme, The Freemasons' Grand Charity, 80 Great Queen Street, WC2B 6AZ

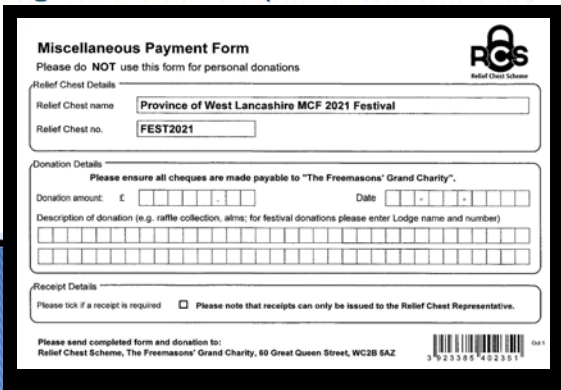

RCS
Relief Chest Scheme

3 762385 402381


Misc-Payment-Form

When completing the “Description of the donation” section, ensure you give:

1. The name of the Group, Lodge, Chapter or Society
2. The number of Lodge or Chapter
3. The method of raising the donation (Raffle, collection, alms etc.)



1. The name of the Group, Lodge, Chapter or Society
2. The number of Lodge or Chapter
3. The method of raising the donation (Raffle, collection, alms etc.)

<h2 style="margin: 0;">Miscellaneous Payment Form</h2> <p style="margin: 0;">Please do NOT use this form for personal donations</p>		 <p style="margin: 0; font-size: small;">Relief Chest Scheme</p>
Relief Chest Details		
Relief Chest name	<div style="border: 1px solid black; padding: 2px;">Province of West Lancashire MCF 2021 Festival</div>	
Relief Chest no.	<div style="border: 1px solid black; padding: 2px;">FEST2021</div>	
Donation Details		
<p style="margin: 0;">Please ensure all cheques are made payable to "The Freemasons' Grand Charity".</p>		
Donation amount: £	<div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; text-align: center;"> </div>	Date <div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; text-align: center;"> </div>
<p style="margin: 0;">Description of donation (e.g. raffle collection, aims; for festival donations please enter Lodge name and number)</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		
Receipt Details		
<p style="margin: 0;">Please tick if a receipt is required <input type="checkbox"/> Please note that receipts can only be issued to the Relief Chest Representative.</p>		
<p style="margin: 0;">Please send completed form and donation to: Relief Chest Scheme, The Freemasons' Grand Charity, 60 Great Queen Street, WC2B 6AZ</p>		

[illegible]

Remember to give your email address on the form if you have requested a receipt

[illegible]

Misc-Payment-Form

When you have completed the “Misc-Payment Form” it should be posted with the cheque made payable to The Freemasons’ Grand Charity to:

“Relief Chest Scheme,
The Freemasons’ Grand Charity,
60 Great Queen Street,
London.
WC2B 5AZ.”



Miscellaneous Payment Form
Please do NOT use this form for personal donations

Relief Chest Details
Relief Chest name: Province of West Lancashire MCF 2021 Festival
Relief Chest no.: FEST2021

Donation Details
Please ensure all cheques are made payable to "The Freemasons' Grand Charity".
Donation amount: £ 1000.00 Date: 01-01-2017
Description of donation (e.g. raffle collection, alms, for festival donations please enter Lodge name and number)
FESTIVAL OF THE FREEMASONS' GRAND CHARITY
LONDON

Receipt Details
Please tick if a receipt is required ☒ Please note that receipts can only be issued to the Relief Chest Representative.

Please send completed form and donation to:
Relief Chest Scheme, The Freemasons' Grand Charity, 60 Great Queen Street, WC2B 5AZ

Misc-Payment-Form

Refer to the MCF 2021 User Guide for further information on completing the use of Misc-Payment-Form.



Miscellaneous Payment Form
Please do NOT use this form for personal donations

Relief Chest Details
Relief Chest name: Province of West Lancashire MCF 2021 Festival
Relief Chest no.: FEST2021

Donation Details
Please ensure all cheques are made payable to "The Freemasons' Grand Charity".
Donation amount: £ Date
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Receipt Details
Please tick if a receipt is required ☐ Please note that receipts can only be issued to the Relief Chest Representative.

Please send completed form and donation to:
Relief Chest Scheme, The Freemasons' Grand Charity, 60 Great Queen Street, WC2B 5AZ

Gift Aid

The Masonic Charitable Foundation can claim gift aid of 25% on donations made by tax payers only if the tax payer agrees and pays more tax than is reclaimed.

Otherwise the person will be charged by HMRC for the excess claimed.

This gift aid will be credited directly to the Festival and will not be used to increase a donor's patronage.



Launch brochure

A brochure has been produced to launch the Festival, and a copy is included in your pack today.

It contains several articles that detail the support brethren and the dependants have received from the MCF.

It also has an article about the history of Festival Jewels'.



Launch brochure

The brochure also features messages from the Festival President Tony Harrison PrGM, David Winder the Vice President of the Festival and Phil Preston the Festival Chairman.

It also has details of the help available from the MCF and details how to ask for help.

There are also answers to some of the most frequently asked questions about the MCF.



Merchandise

A range of Provincial ties for the Craft and Royal Arch have been produced in silk and polyester. To compliment the ties pocket squares are also available along with cuff links that feature the Provincial Coat of Arms.

Profits made from the sales of these items will go to the MCF 2021 Festival



Note these items will only be on sale on the Provincial Website
www.westlancsfreemasons.org.uk/provincial-shop



Merchandise

All orders must be placed and paid for on the Provincial Website Shop.

Note: If a member wishes to buy an item from the shop and he does not have access to the Provincial website he can ask a member of his family or lodge member to place the order for him.

Profits made from the sales of these items will go to the MCF 2021 Festival

www.westlancsfreemasons.org.uk/provincial-shop



Merchandise

All orders must be placed and paid for on the Provincial Website Shop.

Note: Bulk orders can be placed by Groups, Regional and Group Charity Stewards for collection from Malcolm Warren for them to distribute.

Profits made from the sales of these items will go to the MCF 2021 Festival

www.westlancsfreemasons.org.uk/provincial-shop



Merchandise

**THE PROVINCIAL
SHOP
WILL BE OPEN ON
1 NOVEMBER 2016**



www.westlancsfreemasons.org.uk/provincial-shop



Provincial Website

The pages have details of all aspects of the Festival including:

- What is a festival
- The Completion Guide to filling in the Direct Debit, Single donation Forms
- The Direct Debit and Misc-Payment-Form

This area will be updated on a regular basis
With the latest Festival news and information



<http://www.westlancsfreemasons.org.uk/mcf-2021-festival/>



Thank you for attending this presentation.

The PrG.M and the Charity Team thank you for your anticipated support of the Festival.

“Together we can make a difference”



QUESTIONS

