

List of Helpers for Concert on Saturday 15 June 2024

Wedding Clearance – 12:15

1	Sally
2	Henrike
3	
4	

Stage Crew – Saturday 15:00 + after concert

1	Henrike	Henrike
2	Rachel Mitchell	
3	Liz Sharp	Liz
4	Douglas Sharp	Douglas
5	Stephen Lock	Stephen
6	Jay Parikh	Jay

Set-up Team – 15:00

1	Jane
2	Sally
3	Jan (pew labelling) 4pm
4	Brenda (pew labelling) 4pm
5	Carol R.
6	Chris

Visiting Artists Liaison

Tricia

Friends' Desk – 18:15 and after concert

Jan

Box Office – 18:00

1	Carol Bromley
2	Elaine Ullmann
3	Hugh Reynolds

Stewards – 18:00

1	Cathy P.R
2	Graham
3	Carolyn E.
4	Laura
5	Sonya
6	Mike Greenwood

Late Entry Team

1	Felicity Bunt
2	Mike Greenwood
3	Hugh Reynolds

Fire Wardens – 17:50

1	Henrike (+ ?)
2	Tim (+ ?)
3	Mike Greenwood tbc
	Brenda (Marshall)
	Philippa (Marshall) tbc

First Aider

Nicholas

Door Steward / Back of the Church

(needs to be non-singing)

Drinks Tables – AFTER CONCERT

1	Cathy A
2	Siân
3	Ian
4	Carolyn K.
5	Nicholas
6	Carol B.
7	Jane P. (tbc)
8	
9	

Tidy Team – after concert

1	Sally
2	Jane
3	Jo
4	Cath T.
5	Lesley + Hugh
6	

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NB: Church will not be available to us from 12:30 to 15:00 due to the wedding. The Narthex will be locked and accessible only to Sally from 12:30 until musicians have collected their instruments at about 18:00.

Set-up Team

1 Clearance for Wedding Service after Rehearsal: QUICKLY

- Stack all chairs and move out of sight (all singers please)
- Assist 3 musicians to move their instruments into Narthex
- Move piano to its place in the South Transept
- Arrange altar area as directed by Joan Crawford
- Turn off amplifier, move microphone as directed by Joan
- Remove and hide Mark's platform
- Take music stand to the back of the choir stalls

2 Set up after Wedding Service

- Get in glasses, soft drinks, water from (Jane's) car.
- Sally places white wine into the fridges. Make a note of what you take out of the fridges
- Set up refreshment tables, cover with tablecloths, place glasses, drinks
- If used for wedding: turn off amplifier and remove microphone from front
- Secure roving microphone
- Locate defibrillator
- Prepare audience entrance, moving screens, placing tables for Box Office
- Place and set up Friends' Table: "Support us" hand-out, posters
- Label pew ends. NB There will be floral decorations on the pews during the wedding, but these will be removed by the wedding party.
- Distribute seat tickets on all audience seats
- Distribute signage
- Clear pews of all bags, coats etc.
- Lights on
- Turn on amplifier for hand-held microphone
- Practice fire safety announcement
- Place a copy each of the seating plan in Lady Chapel and in the corridor to the back of the stage
- After 18:00 move drinks from fridge into freezer boxes, stash under drinks tables

Stage Crew (after Wedding Service)

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- If in place: Move Eagle lectern after disconnecting microphone and securing lead safely. – **Move only in the presence of Joan Crawford (It needs 3 people to move safely)**
- The wedding flowers at the front of the church will be moved out of the way by StG. Please wait for that to happen.
- Construct 3-tier stage as directed by Henrike
- Move piano and piano stool into position (tbc)
- Place chairs, including musicians' chairs (3) and chair for soloists
- Place labels on choir seats (seating plan)
- Re-position Mark's platform
- Place music stand

After the concert:

- Deconstruct platforms as directed and stack neatly

Visiting Artists Liaison

- Prepare vestry balcony for visiting artists: chairs, water, fruit, snack, sign
- Meet and assist visiting artists as required
- **After the concert:** Collect music folders from soloists and ringers
- Tidy up visiting artists' area
- Check organ "off"

Box Office

- Selling tickets to those booking on the door: cash and credit card
- Dealing with pre-pays and ticket returns

Fire Wardens

Before doors open to the public:

- Collect 3 Fire Warden tabards and torches from Jane and place one of each on a chair placed by the three emergency exit doors (main entrance, north and south transept door)

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- Switch on Fire Exit signs (two switches: behind main entry doors and by vestry doors)



- Check all fire exits are unobstructed, doors unbolted. The North and South Transept fire doors remain closed, i.e. inaccessible to outside intruders.
- Check escape routes: make room if needed. (Ensure that furniture, for instance baptism display table, are put back after)
- Check position of fire extinguishers
- Identify choir members nearest to fire exits: they will make straight to the doors and open them. Stress “Making yourselves visible” and explain: Tell people leaving to move away from the church onto Beckenham Green.

In case of fire, the Church’s fire alarm calls the Fire Services. Fire Wardens task is to clear the church quickly, using all fire exits. (NB Official fire exits are main door and doors in South and North transept. Choir and orchestra should also use vestry doors as they are familiar with the locality.)

Ensure those in need are supported by others. They are the last to leave the building after having made sure that nobody is left behind.

Rough distribution of areas: Tim choir and orchestra, Henrike front part of audience, Late Team member back part of audience.

Wheelchairs need to evacuate via the main door in order to avoid steps and rough ground outside. Box Office and Stewards need to be aware: wheelchairs should be placed in the South aisle with good access to main door. Either Stewards will speak with chair user and companion about evacuation needs and make Fire Warden aware, or alert Fire Warden to have this conversation.

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Friends' Desk

- Make yourself available to answer questions regarding the choir and membership, volunteering or the “Friends” scheme

Stewards

- Meet with Jane to agree roles and responsibilities
- Pick up a Steward's badge from Jane
- Ensure you are familiar with the layout of the church and the audience seating plan (attached): All seats are reserved, so every ticket will have a row and seat number. Pews will be clearly labelled, including those in the side aisles. **NEW:** every seat has a seat number on the bookshelf in front. Please walk through and make yourself familiar with the arrangements.
- Stewards need to be in place when box office opens 45 minutes before the start of the concert. They are responsible for checking the tickets of the people they seat and providing audience with programmes
- The main aim is to keep the front door / box office area clear of congestion.
- The audience will enter the church through the main door. Choir and orchestra to enter via the south transept door.
- Outside Steward ensures that the entrance remains free of congestion. Guides audience with ticket straight through, directs those needing a ticket to the box office
- Inside Steward identifies audience for South (“Right”) aisle, gives them a programme and points them to their seats on the south aisle. Waives others on to “crossroad”
- Remaining Stewards meet audience in the “crossroad” or go forward to entrance area to collect people. Check tickets, hand out programme, and point them to their seats in the Nave and North (“Left”) aisle.
- We are now preparing the pews with a seat number on the shelf in front of every pew part. Point this out if necessary.
- 18:50 – Choir stewards return badges to the Box Office table and join the choir line up, ready to go on stage.

Reception after the concert

- It would be appreciated if stewards and committee members made it their business to ease congestion around the drinks tables and draw audience members away once they have been served.
- Stewards need to agree who will keep an eye on the entry doors during the reception. Anyone coming back in should ideally be asked to show their ticket.

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Late Entry Team

- Box Office sells remaining tickets if any, deals with queries after 18:50
- Late Steward guides latecomers to their seat until concert begins.
- Makes Fire Safety announcement.
- Turn off microphone after fire safety announcement.
- Once the concert has started, latecomers will not be able to go to their seats until a break in the programme.
- Dim lights if agreed to do so
- We will be lent the hand-held microphone and the defibrillator by the church this time. The late entry team will need to keep these expensive items safe – **let's talk about how we do this.** At the end of the concert hand them back to Joan of St. George's
- The Late Entry Team will also necessarily be the first in line if someone feels unwell during the concert. **Let's talk about this.**

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The Fire Safety Announcement



Turn on
amplifier
(takes 30 mins)

Short press
turns on
Long press
turns off

Activate /
deactivate
mic

Text of Fire Safety Announcement which will be broadcast once audience, choir and musicians are seated:

“Welcome to Beckenham Chorale’s Summer Concert. We need to share a few safety points with you before we begin this evening.

This building has three fire exits – the main door by which you entered and two exits at the front of the church, one left and right, marked by the green fire exit signs. If the alarm goes off or we need to ask you to leave the building please do so.

In the unlikely event that we need to evacuate, fire wardens will be standing by these doors and point the way to the assembly point on Beckenham Green. Make your way straight to the nearest door and to the safety of Beckenham Green. Do not re-enter the church until we tell you to do so, even if the alarms have stopped sounding.”

Turn off microphone.

Drinks Tables

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- Move to your allocated drinks table quickly at end of the concert.
- Drinks are complimentary to audience and performers.
- Please note that Sally Moran is the nominated alcohol license holder for this event. Observe rules of not serving under alcohol to persons under 18 or those already inebriated.
- Start filling glasses immediately and ask guests to help themselves

Toilet situation

Toilet (accessible, one only) available through the kitchen. If necessary, Community toilet at Deli Nene across the road can be used.

Door Stewards

We have made a commitment to ensure that open doors are kept in sight.

Sally Moran/Jan Messeder stay near main entrance before rehearsal starts. TBC will be in the vicinity of the main door when rehearsal starts, ready to admit the double bass player. Henrike stays near South Transept while choir and orchestra come back for the concert. Named Door Steward will stay in sight of main door during the concert. Door Steward is also one of the fire wardens – please read fire warden notes.

Tidy Team

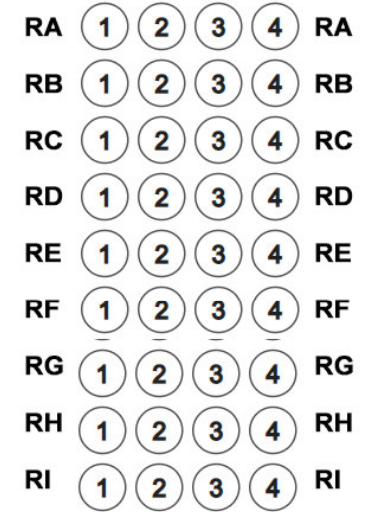
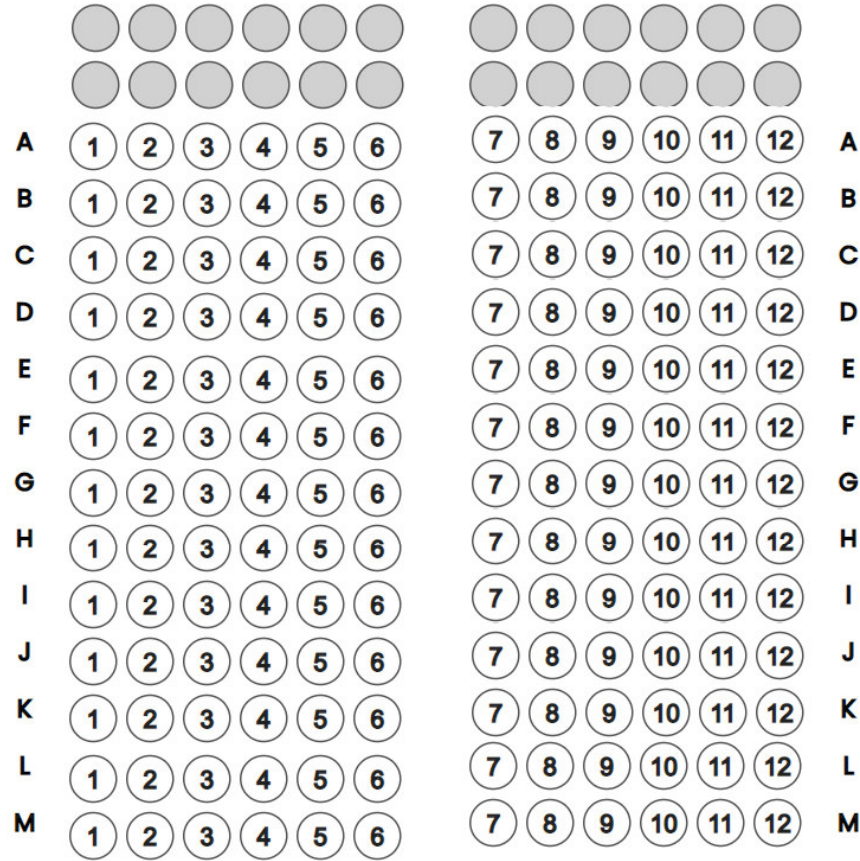
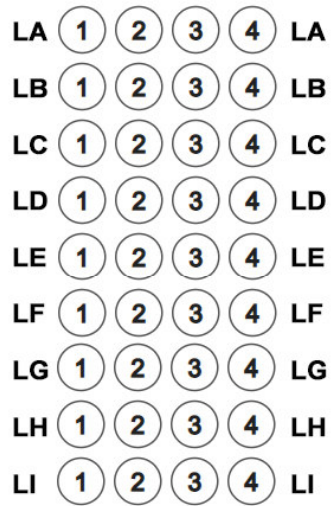
- Remove folding chairs and orchestra chairs from the stage area
- Check positioning of chairs in the Lady Chapel / South Transept. Replace hassocks
- Return folding chair dollies to North Transept
- Return baptism display table to the font if it has been moved by Fire Wardens
- Place the cover on the piano, only then move it back to South Transept.
- Return piano stool to South Transept
- Return Eagle Lectern to position & plug in microphone – **only in the presence of responsible person! (preferably Joan. It needs 3 people to move safely!)**
- Check organ clear and ensure it is switched off
- Return music stand to choir seats (north side, behind clergy pew)
- Remove concert banner from churchyard and return to Henrike.
- Remove all row lettering labels and return to Henrike.
- Remove all seat tickets and return to Henrike.
- Replace long cushions on front pews
- Replace hassocks back on their hooks
- Check pews for glasses and any rubbish



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- Return Fire Warden vests and torches to Henrike. Return chairs to their original position
- Tidy up area around Box Office, return chairs and tables
- Wipe down and stack drinks tables
- Pack away all unused wine, soft drinks, glasses, cloths etc
- Place original items back into fridge
- Tidy all rubbish from church, bag and remove offsite
- Don't forget to clear kitchen bins and all toilets
- Microphones, lights off
- Doors locked (Sally)

Altar



Crossroad

