

Volunteer duties for Concert on 21 March 2026

STAGE CREW – set-up and strike

Set Up Thursday 18:00

	Set Up	Strike
1	Henrike	Henrike
2	Jay Parikh	Douglas Sharp
3	Jo Mead	Peter King
4	Johnny Cartin tbc	
5	Steve Belkin	
6		
7	Nigel (car)	Nigel (car)

Chairs set-up on Saturday 12 o'clock

1	Henrike
2	Daisy June White

SET-UP TEAM – a)12:45 o'clock / b)after break

1	front of house: Jane Dubeck (a)+(b)
2	Labelling: Liz Sharp
3	Labelling: Carol Rubra
4	Refreshments:
5	Henrike (b)
6	Daisy June White (b)

VISITING ARTISTS LIAISON

Tricia Collins

DOOR SECURITY

(rehearsal)
Henrike (Sth.T door from 18.15 + interval)
Concert interval:

BOX OFFICE – 18:00

1	Elaine Ullmann
2	Carol Bromley (or Felicity)
3	
4	

LATE ENTRY TEAM – 18:50

1	Felicity Bunt
2	
3	
4	

STEWARDS – 18:10

1	Jane Dubeck
2	Graham Clayden
3	Sally Moran
4	Jan Messeder
5	
6	
7	
8	

FIRE WARDENS

1	Henrike
2	
3	Felicity
Doors: Philippa Mason + Tina Holderried	

FIRST AIDER

Plenty of doctors in house!

LEAD OUT

Sally Moran

DRINKS – 3 Tables

1	Carolyn Knight
2	Gary Feltham
3	Edmund Henderson
4	Ian Clifford
5	Bryan Moody
6	Cathy Atkinson
7	Philippa Mason
8	Jane Phillips
9	Alison Charlesworth

TIDY TEAM – after concert

1	Jane Dubeck
2	Liz Sharp (labelling off)
3	Carol Rubra (labelling off)
4	Daisy June White
5	
6	

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SET-UP TEAM

The set-up team on concert day looks prepares the church for the concert. Tasks include

Refreshments

- Get in glasses, soft drinks, water from (Jane's) car.
- Place 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
- After 18:00 move drinks from fridge into freezer boxes, stash under drinks tables

Labelling

- Label pew ends.
- Distribute seat tickets on all audience seats

Stage

- set out the chairs again as per the Thursday seating plan (possibly amended!)
- set out the soloists' chairs, Mark's platform, music stand and rehearsal microphone.

Between rehearsal and concert

- Move 4 long red cushions from the two rows we do not sell and place on two front rows beyond the crossroads. Find suitable hassocks (3! Must be 3 the same) for the two clergy pews.
- Clear pews of all bags, coats etc.
- Turn off amplifier and remove microphone from front
- Then turn on amplifier again for fire safety announcement.
- Set up and practise fire safety announcement
- Locate defibrillator and make sure that Late Team is aware where it is hidden
- Prepare audience entrance, moving screens, placing tables for Box Office
- Distribute signage including "No photograph" signs in prominent places
- Lights on
- Collect all voice part and name cards from chairs and put back in the box
- Clear and straighten chairs on the stage

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STAGE CREW

The stage crew is required at two different times: setting up the stage is done prior to the Thursday rehearsal, after the concert on Saturday they strike the stage and tidy away all the stage boards and parts.

Nigel will transport the “coffins” from the Methodist church to St.G’s and back in the week after the concert.

We also set out Mark’s platform, music stand and rehearsal microphone.

On Thursday, once the stage is set up, crew places the chairs and the labels as shown on the choir seating plan for this concert. After Thursday rehearsal, choir members should remove their chairs as usual.

After the concert, all choir members should help to remove the chairs. Stage crew then strikes the stage and Mark’s platform.

Details

- Bring “coffins” from the Methodist church
- Move Eagle lectern after disconnecting microphone and securing lead safely. – **Move only in the presence of appointed person (Nigel OR Joan) (It needs 3 people to move safely)**
- Construct 3-tier stage as directed by Henrike
- Place chairs
- Place labels on choir seats (seating plan)
- Construct Mark’s platform
- Place music stand
- Set up microphone for rehearsal (remove after rehearsal)

After the concert:

- Deconstruct platforms as directed and stack neatly
- Re-position Eagle lectern (see safety message above)
- Stack the “coffins” as advised. They need to be returned in the course of the following week by the driver (Nigel)

Please read the H&S notes overleaf

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Relevant extract from St George's Health & Safety guide for building the stage

- The stage deck units are heavy and cumbersome with sharp metal tracks along each side edge. Taking due care is essential at all times when lifting and manoeuvring the units because of the risk of crush injuries to fingers, hands and feet. Not wearing gloves when installing, inserting and / or removing stage levellers, spigots and stage toe boards / stage skirt can result in bad cuts to fingers.
- To safeguard crew members from injury it is recommended that all stage crew should wear appropriate protective clothing the minimum being suitable gloves and footwear. *(NB Henrike will bring a number of white cotton gloves, but if you have strong gardening gloves or similar, that would be preferable.)*
- No stage decking unit should be lifted or manoeuvred by less than 2 able bodied adults.
- Stage decking units should only be lifted by their bodies and never by the legs.
- It is recommended that legs are fitted before moving the units. All leg clamps must be securely tightened before units are lifted and moved. Failing to do this can result in injury to feet in particular and also damage to staging and floor tiles. Units should be 'legs to floor' when moved to minimise the risk of dropping units from height.
- Carry decking units with both bearers walking forward.
- While all clamps, nuts and bolts must be adequately tightened to ensure that individual staging units are properly and securely attached to each other please do not over tighten nuts and bolts which can result in nuts and bolts sheering.
- Particular care should be taken when tightening the bolts securing the safety railings to their spigots as over tightening results in nuts welded to the bottom of the railings are particularly vulnerable to sheering

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VISITING ARTISTS LIAISON

- Prepare vestry balcony for visiting artists: chairs, water, fruit, snack, sign
- Meet and assist visiting artists when they arrive
- **After the concert:** Collect music books from soloists
- Tidy up visiting artists' area

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BOX OFFICE

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

In case you are asked: There will be only one toilet available to the audience within the church. Patrons are welcome to use the toilets in Deli Nene across the road. Please mention, if possible, that tickets will be checked on return.

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FIRE WARDENS

Before doors open to the public:

- Place torches and fire warden vests on a chair placed by the three emergency exit doors (main entrance, north and south transept door)
- 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 intruders from outside.
- Check escape routes: make room if needed. (Ensure that furniture, for instance baptism display table, are put back after)
- Check position of fire extinguishers
- The two named choir members sitting nearest to fire exits will – in case of a fire alarm - make straight to the doors and open them. Tell people leaving through your door 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 it may be nearest to them.)

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

Rough distribution of areas: Member of the choir for choir and orchestra, Fire Warden in the audience front part of audience, Late Team member back part of audience.

Carol Bromley will leave the church by the South Transept doors immediately to liaise with the fire services.

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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. The Steward welcoming the wheelchair user will speak with them about evacuation needs and make Fire Warden aware, or alert Fire Warden to have this conversation.

The Fire Safety Announcement



**The amplifier is in the office.
This socket must be active
to turn amplifier on.**

Stephen Lock has recording of announcement on his phone and the connecting box to feed the announcement into the sound system. We will liaise with front of house volunteers and enable them to play the announcement from the back of the church.

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

“Welcome to Beckenham Chorale’s 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.”

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STEWARDS

- Pick up a Steward's badge from Jane and agree roles and responsibilities
- 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. 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. (Tickets do not need to be printed out – tickets shown on phone are good enough)
- 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 tickets straight through, directs those needing a ticket to the box office
- Every seat now has a seat number on the bookshelf in front. Point this out if necessary.
- **Wheelchairs:** Box Office and Stewards need to be aware: wheelchairs should be placed in the South aisle with good access to main door. The Steward welcoming the wheelchair user should speak with them about evacuation needs and make Fire Warden aware, or alert Fire Warden to have this conversation.
- 18:50 – Choir stewards return badges to the Box Office table and join the choir line up, ready to go on stage. The non-singing Steward continues supporting audience arriving after this time.

Drinks Reception

- 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.
- Please also keep an eye on the door to the kitchen/toilet: There will be only one toilet available to the audience within the church. If a queue develops, please direct people to use the **toilets at Deli Nene**, across the road. Please mention, if possible, that tickets will be checked on return.

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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.
- Once the concert has started, latecomers will not be able to go to their seats until a break in the programme. Please make sure that one member of the team is keeping an eye on the door at all times.
- The church's defibrillator is hidden behind the altar in the Lady Chapel so it is available in case of emergency. At the end of the concert we need to hand it back to Joan or another representative of St. George's
- The Late Entry Team will also necessarily be the first in line if someone feels unwell during the concert.
- A Fire Warden vest and a torch will be placed by the box office for the use of the named member of the Late Entry Team who acts as Fire Warden for the back of the church. In this event, priority should be given to any wheelchair users as their best escape route is through the main doors. (See also Fire Warden page, attached)

In case you are asked: There will be only one toilet available to the audience within the church. Patrons are welcome to use the toilets in Deli Nene across the road. Please mention, if possible, that tickets will be checked on return.

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SECURITY

We have made a commitment to ensure that doors are kept secure, both during rehearsal and during the concert. This means:

- While the choir and musicians are coming in, the usual team (Jan, Tim, Carol) will stay in sight to make sure no members of the public enter. Rehearsal and concert are private events.
- At the start of rehearsal, the front door is locked. A volunteer will be staying during the whole of the rehearsal and available to open the door to latecomers (if any).
- During the break, a volunteer will stay by the door in case singers wish to go outside.
- The Box Office team and Stewards are by the door from 18:15 until the start of the concert.
- Henrike is by the South Transept door from 18:15 until 18:50 for singers to come in. At all other times this door will be on secure close as a fire door. During the interval, Henrike will stay in the vicinity to make sure the door stays closed.
- Doorkeepers (“Door Security”) will stay at the main door and ensure that only audience (with tickets) or musicians come back into the church.

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LEAD OUT

Named person will start the lead-out at the end of the concert. She will co-ordinate with Mark to agree the moment when the lead-out will begin. Singers and orchestra will be informed and instructed to look at “Lead out” for their cue.

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DRINKS TABLES

- Move to your allocated drinks table quickly at the start of the interval.
- Middle table: Fill glasses on door steward tray. Runner will serve them.
- Drinks are complimentary to audience and performers.
- Observe rules of not serving alcohol to persons under 18 or those already inebriated. Please note that Carol Bromley is the acting alcohol license holder for this event. Should you be asked by an inspector for Bromley Council, direct them to Carol.
- Start filling glasses immediately and ask guests to help themselves.
- It would be appreciated if you could at least one member of each table could make themselves responsible for clearing the table as advised by Jane Dubeck.

Toilet situation

There will be only one toilet available to the audience within the church (accessible toilet, through the kitchen)

If necessary, advise guests to go over to Deli Nene across the road who are part of the "Community toilet" scheme.

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TIDY TEAM

- Remove remaining 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
- 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. There is no need to count and sort them – Henrike will do that.
- Remove all seat tickets and return to Henrike. Again, there is no need to count and sort them
- Replace long cushions on front pews
- Replace hassocks back on their hooks
- Check pews for glasses and any rubbish
- Return Fire Warden vests and torches to Henrike. Return chairs to their original position
- Take defibrillator back from the safe place to Joan or another member of St. George's Church.
- Collect signage including "No photography" and return to Henrike
- 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
- Amplifier, lights off
- Doors locked (Carol)

Altar / Stage



Left /North Aisle

LA	1	2	3	4	LA
LB	1	2	3	4	LB
LC	1	2	3	4	LC
LD	1	2	3	4	LD
LE	1	2	3	4	LE
LF	1	2	3	4	LF
LG	1	2	3	4	LG
LH	1	2	3	4	LH
LI	1	2	3	4	LI
LJ	1	2	3	4	LJ
LK	1	2	3	4	LK
LL	1	2	3	4	LL
LM	1	2	3	4	LM
LN	1	2	3	4	LN

available extra
seating if tickets
are sold out

A	1	2	3	4	5	6	7	8	9	10	11	12	A
B	1	2	3	4	5	6	7	8	9	10	11	12	B
C	1	2	3	4	5	6	7	8	9	10	11	12	C
D	1	2	3	4	5	6	7	8	9	10	11	12	D
E	1	2	3	4	5	6	7	8	9	10	11	12	E
F	1	2	3	4	5	6	7	8	9	10	11	12	F
G	1	2	3	4	5	6	7	8	9	10	11	12	G
H	1	2	3	4	5	6	7	8	9	10	11	12	H
I	1	2	3	4	5	6	7	8	9	10	11	12	I
J	1	2	3	4	5	6	7	8	9	10	11	12	J
K	1	2	3	4	5	6	7	8	9	10	11	12	K
L	1	2	3	4	5	6	7	8	9	10	11	12	L
M	1	2	3	4	5	6	7	8	9	10	11	12	M

Right/South Aisle

RA	1	2	3	4	RA
RB	1	2	3	4	RB
RC	1	2	3	4	RC
RD	1	2	3	4	RD
RE	1	2	3	4	RE
RF	1	2	3	4	RF
RG	1	2	3	4	RG
RH	1	2	3	4	RH
RI	1	2	3	4	RI

Crossroad

N	1	2	3	4	5	6	7	8	9	10	11	12	N
O	1	2	3	4	5	6	7	8	9	10	11	12	O
P	1	2	3	4	5	6	7	8	9	10	11	12	P
Q	1	2	3	4	5	6	7	8	9	10	11	Q	
R	1	2	3	4	5	6	7	8	9	10	R		