

Volunteer duties for Concert on 29 November 2025

STAGE CREW – set-up and strike

Set Up tbc (Saturday 12 o'clock)

	Set Up	Strike
1	Henrike	Henrike
2	Chairs: Johnny	Johnny Cartin
3	Chairs: Jay Parikh	Jay Parikh
4	Timothy Holden	Douglas Sharp
5		Ben Woodrow
6		Timothy Holden
7	Coffins: Nigel	Nigel (return)
8	Ben Woodrow	Henrike

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

1	front of house: Jane Dubeck (a)+(b)
2	Labelling: Carol Rubra (a)
3	Labelling: Liz Sharp (a)
4	Refreshments: Brenda Little (a)
5	Henrike Hawkins (b)
6	
7	

VISITING ARTISTS LIAISON

Tricia Collins

DOOR STEWARDS

Back of the Church 1st part rehearsal:
Break (Rehearsal):
Sth.T door from 18.15: Henrike
Concert interval:

BOX OFFICE – 18:00 (inc. 2 non-singers)

1	Felicity Bunt
2	Stephen Lock
3	Hugh Reynolds
4	Carol Bromley (floating)

LATE ENTRY TEAM – 18:50

1	Felicity Bunt
2	Mike Greenwood
3	Hugh Reynolds
4	

LEAD OUT

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STEWARDS – 18:00

1	Jane Dubeck
2	Jo Groves
3	Graham Clayden
4	Richard Cracknell
5	Eva Lawla
6	Laura Luckhurst
7	Jan Messeder
8	Non-singing: Mike Greenwood

FIRE WARDENS

1	Nigel Sykes
2	David Charlesworth
3	Felicity Bunt
Doors: Philippa Mason,	

FIRST AIDER

Plenty of doctors in house!

DRINKS – set up/serve/tidy - 3 Tables

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

TOILET MONITOR (signpost)

1	
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TIDY TEAM – after concert

1	Jane Dubeck
2	Carol Rubra (labelling off)
3	Liz Sharp (labelling off)
4	Ann Sykes
5	Nigel Sykes
6	

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SET-UP TEAM (Saturday)

The set-up team on concert day looks after all aspects of the “audience” side of things, but there are special areas of responsibility as shown below. The set-up of the stage (choir and orchestra seating, Mark’s platform, music stand and rehearsal microphone, is the job of the Stage Crew (see below).

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

General

- 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!
- 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
- 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 set-up for the **winter concert 2025** is unusual. The church have scheduled a concert on the Friday night immediately preceding our concert. This means we cannot set up on the Thursday but need to start at 12 o'clock on Saturday (tbc). We will either have to complete the stage modules left by the preceding night's concert or just place the chairs and the labels as shown on the choir seating plan for this concert.

A driver is required with a large enough car to transport the "coffins" from the Methodist church to St.G's and back after the concert. We will also set out the soloists' chairs, Mark's platform, music stand and rehearsal microphone.

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) (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 chairs for soloists
- 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 cause of the following week by the driver (Nigel)

Volunteer duties for Concert on 29 November 2025

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

BOX OFFICE

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

Volunteer duties for Concert on 29 November 2025

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
- 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. 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.

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

Volunteer duties for Concert on 29 November 2025

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.

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.”

Volunteer duties for Concert on 29 November 2025

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. 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 tickets straight through, directs those needing a ticket to the box office
- Stewards meet audience in the “crossroad” or go forward to entrance area to collect people. Check tickets (tickets do not need to be printed out – tickets shown on phone are good enough), hand out programme, and point them to their seats in the Nave and North (“Left”) aisle.
- 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. Steward 6 (non-singing) 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.

Volunteer duties for Concert on 29 November 2025

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.
- Dim lights if agreed to do so
- 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 Late Entry Team will need to keep the defibrillator safe during the concert. 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.
- A Fire Warden vest and a torch will be placed by the box office for the use of one member of the Late Entry Team to act as Fire Warden for the back of the church in case of an alarm. 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)

Volunteer duties for Concert on 29 November 2025

DRINKS TABLES

- Move to your allocated drinks table quickly at the start of the interval.
- 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 alcohol to persons under 18 or those already inebriated.
- 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

Toilet (accessible, one only) available through the kitchen.

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

SECURITY

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

- While the choir and musicians are coming in, the usual team (Jan, Tim, Sally) 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.
- During the break, a named person needs to 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 secured.
- One member of the Late Entry team will stay in sight of the main door to make sure that nobody wanders in.
- During the interval a named person needs to stay by the door and ensure that only singers, musicians and audience members enter.

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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
- 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 (Sally)

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
B	1	2	3	4	5	6
C	1	2	3	4	5	6
D	1	2	3	4	5	6
E	1	2	3	4	5	6
F	1	2	3	4	5	6
G	1	2	3	4	5	6
H	1	2	3	4	5	6
I	1	2	3	4	5	6
J	1	2	3	4	5	6
K	1	2	3	4	5	6
L	1	2	3	4	5	6
M	1	2	3	4	5	6

	●	●	●	●	●	
	●	●	●	●	●	
A	7	8	9	10	11	12
B	7	8	9	10	11	12
C	7	8	9	10	11	12
D	7	8	9	10	11	12
E	7	8	9	10	11	12
F	7	8	9	10	11	12
G	7	8	9	10	11	12
H	7	8	9	10	11	12
I	7	8	9	10	11	12
J	7	8	9	10	11	12
K	7	8	9	10	11	12
L	7	8	9	10	11	12
M	7	8	9	10	11	12

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
O	1	2	3	4	5	6
P	1	2	3	4	5	6
Q	1	2	3	4	5	6
R	1	2	3	4	5	6

7	8	9	10	11	12
7	8	9	10	11	12
7	8	9	10	11	12
7	8	9	10	11	
7	8	9	10		

N					
O					
P					
Q					
R					