

List of Helpers for Concert on Saturday 23 March 2024

Stage Crew – Thursday - time tbc

1		Set-up
		After
2		Set-up
		After
3		Set-up
		After
4		Set-up
		After
5		Set-up
		After
6		Set-up
		After

Set-up Team @St George's – time tbc

1	Jane	Before
		between
2	Henrike	Before
		between
3		Before
		Between
4		Before
		between

Visiting Artists Liaison – time tbc

Tricia Collins

Friends' Desk – time tbc

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Box Office – time tbc

1	
2	Elaine Ullmann
3	Hugh Reynolds

Stewards – time tbc

1	
2	
3	
4	
5	
6	

Late Entry Team

1	Elaine Ullmann (Steward from 18:50)
2	Felicity Britten (tbc)
3	Hugh Reynolds

Fire Wardens – time tbc

1	Henrike Hawkins
2	Tim Burton
3	Felicity Britten (tbc)

First Aiders

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Door Steward / Back of the Church

Felicity Britten tbc

Drinks Tables – time tbc

1	
2	
3	
4	
5	
6	

Toilet monitor (signpost)

1	
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Tidy Team – time tbc

1	
2	
3	

First Aider

1	
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Platform / Stage Crew

- Construct 3-tier stage as directed by Richard Fielder
- Construct Mark's new platform as directed by Richard Fielder
- Place music stand
- Place chairs, including orchestra chairs
- Place labels on choir seats (seating plan)

After the concert: quick change of clothes/shoes is recommended.

- Deconstruct platforms as directed and stack neatly

Set-up Team @St George's

1 Before Rehearsal

- Get in glasses, soft drinks, water from (Jane's) car
- Place chairs, including orchestra chairs (wooden chairs, grey upholstered chairs from Narthex for Cellos, double bass and timps bring perches).
Orchestra numbers this time: 22
- Place labels on choir seats (revised seating plan)
- Construct Mark's platform, place music stand
- Chairs for soloists as directed by Mark
- Set up keyboard organ _OR_ prepare church organ
- Place organist's stool (piano stool)
- Set up microphone
- Lights on
- Set up drinks tables, cover with tablecloths, place glasses, drinks
- Prepare audience entrance, moving screens, placing tables for Box Office
- Set up Friends' Table

2 Between rehearsal and concert

- Collect choir seating labels and return into the box
- Distribute signage
- Label pew ends
- Distribute seat tickets on all seats
- Clear pews
- Check microphone (needed for safety and end of interval announcement)
- Check lights
- After 18:00 move drinks from fridge into freezer boxes, stash under drinks tables

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Visiting Artists Liaison

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

Box Office

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

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)
- Check Fire Exit signs are lit
- Check all fire exits are unobstructed, doors unbolted
- Check position of fire extinguishers
- Identify choir members nearest to fire exits: they will make straight to the doors and open them

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. Ensure those in need are supported by others. Move people away from the church onto Beckenham Green.

Rough distribution of areas: Tim choir and orchestra, Henrike front part of audience, NN back part of audience

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

Welcome to Beckenham Chorale's Spring 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 you are asked by the organizer to leave the building please do so.

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In the unlikely event that we need to evacuate, our three fire wardens will be standing by these doors and point the way to the assembly point on Beckenham Green. In case of an alarm, do not stop to collect your belongings. Make your way straight to the nearest door and to the Assembly Point or go home. Do not re-enter the church until instructed to do so, even if the alarms have stopped sounding.”

Friends' Desk

- Recruiting new Friends
- Answering questions regarding the choir and membership
- etc

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, and every seat has a seat number on the book shelf in front. Please walk through and observe.
- 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 (Jane). 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 – identify audience for South aisle, take them to their seats on the south aisle. Waive others on to “crossroad”
- Remaining Stewards meeting audience in the “crossroad” or go forward to entrance area to collect people. Check tickets, point them to their seats in the Nave and North aisle.
- Filling up: We are trialling a new system with a seat number placed on 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.

Late Entry Team

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- Box Office remaining tickets if any, check late comers' tickets, deal with queries after 18:50
- Late Steward guides latecomers to their seat until concert begins.
- Latecomers will not be able to go to their seats until a break in the programme.
- Tbc: dim lights, raise for interval, dim again
- Tbc: turn off microphone after fire safety announcement and after interval announcement

During the interval

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.

The interval will be 20 minutes

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 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.

Toilet monitor

- Keep an eye on queue building up. Encourage use of alternative toilets (see above) and walk out with them to show the way.

Door Stewards

We have made a commitment to ensure that open doors are kept in sight. Sally/Jan Messeder stay near main entrance before rehearsal and can be called to open between rehearsal and opening. NN will be in the vicinity of the main door when rehearsal starts ready to admit the orchestra. Henrike stays near South Transept while choir and orchestra come back for the concert. NN will stay in sight of main door during the concert. Joan (churchwarden) will also

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attend the concert and will remain in the area of the office should she be needed.

Door Steward is also one of the fire wardens – please read fire warden notes.

Tidy Team

- Remove folding chairs and orchestra chairs from the platform area
- Collect conductor, orchestra, soloists, organist scores and return to Jo
- Check positioning of chairs in the Lady Chapel / South Transept. Replace hassocks
- Return folding chair dollies to North Transept
- Return piano stool to South Transept
- Return Eagle Lectern to position & plug in microphone – **only in the presence of responsible person! Sally to confirm**
- Check organ clear and ensure it is switched off
- Make sure Vestry and soloists' area is clean and tidy
- Return conductor stand to choir seats (north side, behind
- Remove concert banner from churchyard and return to Henrike
- Remove all row lettering labels and return to Jane.
- Remove all seat tickets and return to Jane.
- 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 Jane. Remove chairs
- 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
- 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)



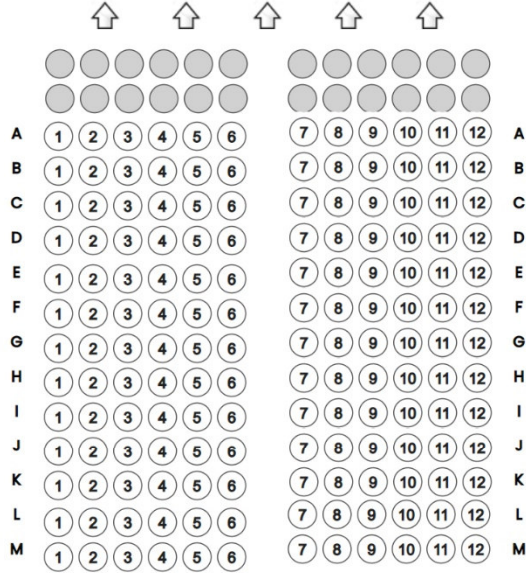
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Audience Seating Plan

Altar / Stage

Left /North Aisle

LAA	1	2	3	4	LAA
LAB	1	2	3	4	LAB
LAC	1	2	3	4	LAC
LAD	1	2	3	4	LAD
LAE	1	2	3	4	LAE
LAF	1	2	3	4	LAF
LAG	1	2	3	4	LAG
LAH	1	2	3	4	LAH
LAI	1	2	3	4	LAI



Right/South Aisle

RAA	1	2	3	4	RAA
RAB	1	2	3	4	RAB
RAC	1	2	3	4	RAC
RAD	1	2	3	4	RAD
RAE	1	2	3	4	RAE
RAF	1	2	3	4	RAF
RAG	1	2	3	4	RAG
RAH	1	2	3	4	RAH
RAI	1	2	3	4	RAI

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		

Narthex

