



SCCS Function Chiltern Edge School - Concerts and Rehearsals - Xmas 2016		Checker initials																																																						
1	Venue Address Chiltern Edge School, Reades Lane, Sonning Common, Reading. RG4 9LN																																																							
2	Venue Tel No;- 0118 972 1500 Tel Location Secretary Office																																																							
3	Name/Description of Meeting Room(s) Main Hall, Dining area, part of Bishopswood Senior School, (Ursa Major), Adult Education Centre and Human Resources Room (as changing rooms) and welfare facilities in those areas																																																							
4	Muster Point description and route from venue (Plan or sketch appended) GRASSED AREA AT FRONT OF SCHOOL ADJACENT TO READES LANE. Fire exit route as signed																																																							
5	Venue Rest / First Aid Room (if none state 'none') (Plan or sketch appended) refer to Caretaker/Assistant Caretaker for access																																																							
6	First Aid Kit location(s) First Aid room (access via School rep)																																																							
7	<table border="0"> <thead> <tr> <th><u>Managers</u></th> <th><u>Name</u></th> <th><u>Phone No</u></th> </tr> </thead> <tbody> <tr> <td>a) Venue Supervisor – Facilities Man'er CE School</td> <td>Simon Guest</td> <td>0118 9721500 07866 218923</td> </tr> <tr> <td>Venue Health and Safety CE School</td> <td>Paul Hancock</td> <td>0118 9418268</td> </tr> <tr> <td>Caretaker</td> <td>- Incident Controller onsite</td> <td>Steve Prior 07910 430490</td> </tr> <tr> <td></td> <td>- Incident Controller onsite</td> <td>John Agar 07776 093641</td> </tr> <tr> <td>b) SCCS Chair – Incident Controller</td> <td>Clare Powell</td> <td>07931 902495</td> </tr> <tr> <td>c) SCCS H&S Representative</td> <td>Richard Farmer</td> <td>07590 631791</td> </tr> <tr> <td>d) SCCS Section Leaders – Soprano 1</td> <td>Tina Reynolds</td> <td></td> </tr> <tr> <td></td> <td>Soprano 2</td> <td>Jackie Outram (Deputy Sarah Capaldi)</td> </tr> <tr> <td></td> <td>Alto 1</td> <td>Anne Farley</td> </tr> <tr> <td></td> <td>Alto 2</td> <td>Delia Nicholson</td> </tr> <tr> <td></td> <td>Tenor</td> <td>Peter Jones</td> </tr> <tr> <td></td> <td>Bass</td> <td>Chris Guy</td> </tr> <tr> <td></td> <td>Children's Choir</td> <td>Kathryn Clarke</td> </tr> <tr> <td>e) SCCS Stage</td> <td>- Stage Manager</td> <td>Tony Barry</td> </tr> <tr> <td></td> <td>- Lighting Manager</td> <td>Henley Theatre Lighting Operator tbc</td> </tr> <tr> <td></td> <td>- Sound Manager</td> <td>N/A</td> </tr> <tr> <td>f) SCCS Front of House</td> <td>- Front of House Manager</td> <td>Anne Eustace and Mike Eustace</td> </tr> </tbody> </table> <p>See Section Leaders for Fire Warden and First Aider details.</p>	<u>Managers</u>	<u>Name</u>	<u>Phone No</u>	a) Venue Supervisor – Facilities Man'er CE School	Simon Guest	0118 9721500 07866 218923	Venue Health and Safety CE School	Paul Hancock	0118 9418268	Caretaker	- Incident Controller onsite	Steve Prior 07910 430490		- Incident Controller onsite	John Agar 07776 093641	b) SCCS Chair – Incident Controller	Clare Powell	07931 902495	c) SCCS H&S Representative	Richard Farmer	07590 631791	d) SCCS Section Leaders – Soprano 1	Tina Reynolds			Soprano 2	Jackie Outram (Deputy Sarah Capaldi)		Alto 1	Anne Farley		Alto 2	Delia Nicholson		Tenor	Peter Jones		Bass	Chris Guy		Children's Choir	Kathryn Clarke	e) SCCS Stage	- Stage Manager	Tony Barry		- Lighting Manager	Henley Theatre Lighting Operator tbc		- Sound Manager	N/A	f) SCCS Front of House	- Front of House Manager	Anne Eustace and Mike Eustace	
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Date Schedule entry check completed.....23 Nov 2016

Checked by;-.....Richard Farmer.....

Position... ..SCCS H&R rep.....

Notes;- Emergency First Aid ; - St John Ambulance First Aiders ref SJA\554502-M 0118 933 550