



	SCCS Function The Concert Hall, Reading - Rehearsals & Concerts	Checker initials																																																			
1	Venue Address The Concert Hall, Blagrove Street, Reading. RG1 1QH (formerly Reading Town Hall)																																																				
2	Venue Tel No;- Tel Location 0118 960 6060 0118 937 3400 Reading Concert Hall Office																																																				
3	Name/Description of Meeting Room(s) Reading Concert Hall, The Victoria Hall, Changing Rooms and all associated Welfare Facilities																																																				
4	Muster Point description and route from venue (Plan or sketch appended) Queen Victoria Monument at junction of Blagrove Street with Friar Street																																																				
5	Venue Rest / First Aid Room (if none state 'none') (Plan or sketch appended) None available																																																				
6	First Aid Kit location(s) Reading Concert Hall First Aider in attendance in Hall																																																				
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 Stage Manager, Duty Manager Electrician (Keith Andrews and Rick Bull pre event contacts)</td> <td>Joy Iliff Keely Wall & James Swain Tim Liddle</td> <td>0798 607 8814 0788 519 8954 0775 385 0777</td> </tr> <tr> <td>b) SCCS Chair – Incident Controller</td> <td>David Cottam</td> <td>0779 176 4478</td> </tr> <tr> <td>c) SCCS H&S Representative</td> <td>Richard Farmer</td> <td>0759 063 1791</td> </tr> <tr> <td>d) SCCS Section Leaders – Soprano 1</td> <td>Freda Miller</td> <td></td> </tr> <tr> <td>Soprano 2</td> <td>Louise Caswell</td> <td></td> </tr> <tr> <td>Alto 1</td> <td>Jo O'Reilly</td> <td></td> </tr> <tr> <td></td> <td>Karen Broadbent</td> <td></td> </tr> <tr> <td>Alto 2</td> <td>Delia Nicholson</td> <td></td> </tr> <tr> <td>Tenor</td> <td>Stuart Smith</td> <td></td> </tr> <tr> <td>Bass</td> <td>Chris Guy</td> <td></td> </tr> <tr> <td>e) SCCS Stage - Stage Manager</td> <td>Richard Harrison</td> <td></td> </tr> <tr> <td>- Lighting Manager</td> <td>Reading Concert Hall</td> <td></td> </tr> <tr> <td>- Sound Manager</td> <td>SCCS Jim Reynolds</td> <td></td> </tr> <tr> <td>f) SCCS Front of House - Front of House Manager</td> <td>Reading Concert Hall</td> <td></td> </tr> <tr> <td>in association with SCCS</td> <td>Anne and Mike Eustace</td> <td></td> </tr> <tr> <td>g) Reading Male Voice Choir Secretary</td> <td>John Painter</td> <td>0118 9267893 0774 700 3620</td> </tr> </tbody> </table> <p>Fire Warden/Ushers and First Aider provided by Reading Concert Hall.</p>	<u>Managers</u>	<u>Name</u>	<u>Phone No</u>	a) Venue Stage Manager, Duty Manager Electrician (Keith Andrews and Rick Bull pre event contacts)	Joy Iliff Keely Wall & James Swain Tim Liddle	0798 607 8814 0788 519 8954 0775 385 0777	b) SCCS Chair – Incident Controller	David Cottam	0779 176 4478	c) SCCS H&S Representative	Richard Farmer	0759 063 1791	d) SCCS Section Leaders – Soprano 1	Freda Miller		Soprano 2	Louise Caswell		Alto 1	Jo O'Reilly			Karen Broadbent		Alto 2	Delia Nicholson		Tenor	Stuart Smith		Bass	Chris Guy		e) SCCS Stage - Stage Manager	Richard Harrison		- Lighting Manager	Reading Concert Hall		- Sound Manager	SCCS Jim Reynolds		f) SCCS Front of House - Front of House Manager	Reading Concert Hall		in association with SCCS	Anne and Mike Eustace		g) Reading Male Voice Choir Secretary	John Painter	0118 9267893 0774 700 3620	
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10	Completed details to Venue Supervisor																																																				

NOTE; Two RMVC members with mobility difficulties. (need assistance) π
 One RMVC member Blind (with attendant) x
 One SCCS member with mobility difficulties. (needs assistance) π

Date Schedule entry check completed..... 05 July 2014Checked by;-.....Richard Farmer.....
 Position..... SCCS H&R rep.....