



	SCCS Function	Checker initials																																													
	Sonning Common Village Hall - Rehearsals																																														
1	Venue Address SONNING COMMON VILLAGE HALL, WOOD LANE, SONNING COMMON. RG4 9SL																																														
2	Venue Tel No;- See Venue Supervisor/Booking Agent Tel Location Public Phone Box outside Hall																																														
3	Name/Description of Meeting Room(s) Sonning Common Village Hall (Main Hall, including welfare facilities)																																														
4	Muster Point description and route from venue (Plan or sketch appended) Car Park / Hard stand North side of Hall Fire exit route as signed																																														
5	Venue Rest / First Aid Room (if none state 'none') (Plan or sketch appended) None																																														
6	First Aid Kit location(s) Secure Hall Cupboard																																														
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 – Incident Controller/Booking Agent</td> <td>Megan Short</td> <td>07763 134769</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>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 Oreilly</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</td> <td></td> <td></td> </tr> <tr> <td>- Stage Manager</td> <td>N/A</td> <td></td> </tr> <tr> <td>- Lighting Manager</td> <td>N/A</td> <td></td> </tr> <tr> <td>- Sound Manager</td> <td>N/A</td> <td></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 – Incident Controller/Booking Agent	Megan Short	07763 134769	b) SCCS Chair – Incident Controller	Clare Powell	07931 902495	c) SCCS H&S Representative	Richard Farmer	07590 631791	d) SCCS Section Leaders – Soprano 1	Freda Miller		Soprano 2	Louise Caswell		Alto 1	Jo Oreilly			Karen Broadbent		Alto 2	Delia Nicholson		Tenor	Stuart Smith		Bass	Chris Guy		e) SCCS Stage			- Stage Manager	N/A		- Lighting Manager	N/A		- Sound Manager	N/A		
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10	Completed details to Venue Supervisor																																														

Date Schedule entry check completed..... 14 April 2015

... .. Checked by;-.....Richard Farmer...
Position.....SCCS H&S rep.....

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