



SCCS Function Reading University Great Hall – Spring Concert 20 March 2016		Checker initials																																												
1	Venue Address The Great Hall, University of Reading, London Road, Reading. RG1 5AQ																																													
2	Venue Tel No;- 0118 378 7799 (General) 0118 378 6300 (Emergency) Tel Location Backstage right and Building Attendants Lodge L41 (Porter/Deputy Licensee 0118 378 8984 mobile 0792 1492957)																																													
3	Name/Description of Meeting Room(s) The Great Hall, Room L045 (including changing rooms and associated facilities) .Banana Rooms (formerly UG06 and G06), Dressing Rooms (formerly GU 03,04 and 05) Green Room (formerly G02) Orchestra assembly room and Emergency First Aid																																													
4	Muster Point description and route from venue (Plan or sketch appended) Concert;- Whitegates Car Park, West of Great Hall. Fire exit routes as signed																																													
5	Venue Rest / First Aid Room (if none state 'none') (Plan or sketch appended) Green Room G02 as/if required St John Ambulance to set up as required																																													
6	First Aid Kit location(s) Backstage right and Building Attendants Lodge L41																																													
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</td> <td>Charlotte Janes</td> <td>0118 378 6116</td> </tr> <tr> <td>Incident Controller (Porter Supervisor Mark Asher)</td> <td>Duty Porter</td> <td>07921 492957</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>Soprano 2</td> <td>Jackie Outram</td> <td></td> </tr> <tr> <td>Alto 1</td> <td rowspan="2">Deputies Karen Broadbent & Caroline Knight</td> <td></td> </tr> <tr> <td>Alto 2</td> <td>Delia Nicholson</td> </tr> <tr> <td>Tenor</td> <td>Peter Jones</td> <td></td> </tr> <tr> <td>Bass</td> <td>Chris Guy</td> <td></td> </tr> <tr> <td>e) SCCS Stage</td> <td>- Stage Manager</td> <td>Richard Harrison & Peter Jones</td> </tr> <tr> <td></td> <td>- Lighting Manager</td> <td>Henley Theatre Services</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 and Mike Eustace</td> </tr> </tbody> </table> <p>See Section Leaders for details of Fire Warden/Ushers and First Aiders</p>	<u>Managers</u>	<u>Name</u>	<u>Phone No</u>	a) Venue Supervisor – Incident Controller	Charlotte Janes	0118 378 6116	Incident Controller (Porter Supervisor Mark Asher)	Duty Porter	07921 492957	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		Alto 1	Deputies Karen Broadbent & Caroline Knight		Alto 2	Delia Nicholson	Tenor	Peter Jones		Bass	Chris Guy		e) SCCS Stage	- Stage Manager	Richard Harrison & Peter Jones		- Lighting Manager	Henley Theatre Services		- Sound Manager	N/A	f) SCCS Front of House	- Front of House Manager	Anne and Mike Eustace	
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Date Schedule entry check completed.....02 February 2016.....Checked by;-.....Richard Farmer...
Position.....SCCS H&S rep.....

Notes;- Emergency First Aid :- St John Ambulance

Car Parking Main;- Whitegates Carpark, also Acacia Road (off Redlands Road)

Refreshments Student Cafe, London Road Eat and Drink, in L14 near Acacia Rd is available.