	SCCS Function **Queen Anne's School, Reading – Summer Concert 4th July 2015**	Checker initials
1	Venue Address Queen Anne's School, 6 Henley Road, Reading. RG4 6DX	
2	Venue Tel No;- **0118 918 7300 (General)** **0118 918 7411 (Ian Gregory)** Tel Location School Office	
3	Name/Description of Meeting Room(s) **Old Main Hall (Building 5) (including class rooms for changing incl Rooms D, and E and associated facilities)** **Picnic Lawn; Grassed "Quad" are and grassed area south of Chapel (left of entrance drive)** **Wet weather area; covered veranda around Morgan Sports Centre (north of car park)**	
4	Muster Point description and route from venue (Plan or sketch appended) **Concert;- Grassed area in "Quad" outside Old Main Hall Entrance.** **Picnic;- Fine weather remain within Grassed picnic area,** **Wet weather assemble in northern area of Car Park** Fire exit routes as signed	
5	Venue Rest / First Aid Room (if none state 'none') (Plan or sketch appended) None in locality.	
6	First Aid Kit location(s) With School First Aider Ian Gregory (and Assistant Cat Lutz)	
7	Managers / Name / Phone No a) Venue Supervisor – Incident Controller — Ian Gregory — 07808 296804 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 (Val Sansom) Tenor — Peter Jones Bass — Chris Guy e) SCCS Stage - Stage Manager — David Parker - Lighting Manager — SCCS tbc - Sound Manager — N/A f) SCCS Front of House - Front of House Manager — Anne Eustace See Section Leaders for details of Fire Warden/Ushers and First Aiders	
8	Completed details to SCCS H&S	
9	Completed details to SCCS Chair	
10	Completed details to Venue Supervisor	

Date Schedule entry check completed... .....1.July 2015.....Checked by;-.....Richard Farmer...
Position.....SCCS H&S rep.....

Notes;- Emergency First Aid ;- School First Aiders, Choir First Aiders & GPs in Choir