



	SCCS Function Chiltern Edge School - Concerts and Rehearsals - Xmas 2017	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') 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) St John Ambulance attend Concert																																																				
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>John Agar</td> <td>07776 093641 0118 9721500</td> </tr> <tr> <td>Acting Health and Safety CE School</td> <td>John Agar</td> <td>0118 9418268</td> </tr> <tr> <td>Caretaker</td> <td>- Incident Controller onsite</td> <td>Steve Prior 07913 360202</td> </tr> <tr> <td>b) SCCS Chair – Incident Controller</td> <td>David Parker</td> <td>07855 944372</td> </tr> <tr> <td>c) SCCS H&S Representative</td> <td>Jackie Million</td> <td>0784 576 5333</td> </tr> <tr> <td>d) SCCS Section Leaders – Soprano 1</td> <td>Tina Reynolds</td> <td></td> </tr> <tr> <td>Soprano 2</td> <td>Sara Capaldi</td> <td></td> </tr> <tr> <td>Alto 1</td> <td>Anne Farley</td> <td></td> </tr> <tr> <td>Alto 2</td> <td>Delia Nicholson</td> <td></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>Children's Choir</td> <td>Vicky Alexander</td> <td></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>Stuart Smith</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. Recorded on separate list</p>	<u>Managers</u>	<u>Name</u>	<u>Phone No</u>	a) Venue Supervisor – Facilities Man'er CE School	John Agar	07776 093641 0118 9721500	Acting Health and Safety CE School	John Agar	0118 9418268	Caretaker	- Incident Controller onsite	Steve Prior 07913 360202	b) SCCS Chair – Incident Controller	David Parker	07855 944372	c) SCCS H&S Representative	Jackie Million	0784 576 5333	d) SCCS Section Leaders – Soprano 1	Tina Reynolds		Soprano 2	Sara Capaldi		Alto 1	Anne Farley		Alto 2	Delia Nicholson		Tenor	Peter Jones		Bass	Chris Guy		Children's Choir	Vicky Alexander		e) SCCS Stage	- Stage Manager	Tony Barry		- Lighting Manager	Henley Theatre Lighting Operator tbc		- Sound Manager	Stuart Smith	f) SCCS Front of House	- Front of House Manager	Anne Eustace and Mike Eustace	
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Date Schedule entry check completed 6 Dec 2017

Checked by;-.. David Parker... & Richard Farmer.
For and on behalf of Jackie Million
Position... ..SCCS H&R rep.....

Notes;- Emergency First Aid ;- St John Ambulance First Aiders ref SJA\618335/618340 0118 933 550