



	SCCS Function	Checker initials																																													
	Pangbourne College - Rehearsals & Concerts																																														
1	Venue Address The Falklands Chapel, Pangbourne College, Bere Court Road, Pangbourne, Reading. RL8 8LA																																														
2	Venue Tel No;- 0118 976 7428 (Switch Board 0118 984 2101) Tel Location Commercial Manager																																														
3	Name/Description of Meeting Room(s) The Falklands Chapel, (Vestry for Soloists and Conductor) Mess Room (as refreshments and changing rooms) and welfare facilities in those areas.																																														
4	Muster Point description and route from venue (Plan or sketch appended) ASTRO TURF PITCH east of Chapel Fire exit route as signed																																														
5	Venue Rest / First Aid Room (if none state 'none') Stand-by Area End of Corridor outside Vestry southern door																																														
6	First Aid Kit location(s) Red Cross First Aid for Concerts																																														
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 – Commercial Manager Incident Controller onsite</td> <td>Andy Crossley Andy Crossley</td> <td>0118 976 7428</td> </tr> <tr> <td>b) SCCS Chair – Incident Controller</td> <td>David Cottam</td> <td>07791 764478</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>Margaret MacLeod</td> <td></td> </tr> <tr> <td>Alto 2</td> <td>Delia Nicholson</td> <td></td> </tr> <tr> <td>Tenor</td> <td>Richard Larkin</td> <td></td> </tr> <tr> <td>Bass</td> <td>Peter Boardley</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>Derek Gilbert</td> <td></td> </tr> <tr> <td>Henley Theatre Lighting,</td> <td>Derek Gilbert</td> <td></td> </tr> <tr> <td>- Sound Manager</td> <td>Stuart Smith</td> <td></td> </tr> <tr> <td>f) SCCS Front of House - Front of House Manager</td> <td>Liz Harrison</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 – Commercial Manager Incident Controller onsite	Andy Crossley Andy Crossley	0118 976 7428	b) SCCS Chair – Incident Controller	David Cottam	07791 764478	c) SCCS H&S Representative	Richard Farmer	07590 631791	d) SCCS Section Leaders – Soprano 1	Freda Miller		Soprano 2	Louise Caswell		Alto 1	Margaret MacLeod		Alto 2	Delia Nicholson		Tenor	Richard Larkin		Bass	Peter Boardley		e) SCCS Stage - Stage Manager	Richard Harrison		- Lighting Manager	Derek Gilbert		Henley Theatre Lighting,	Derek Gilbert		- Sound Manager	Stuart Smith		f) SCCS Front of House - Front of House Manager	Liz Harrison		
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Date Schedule entry check completed.....28 February 2011.....Checked by;.....Richard Farmer.....
Position... ..SCCS H&R rep.....