

	SPECTACULAR CONCERT HELP LIST	
AREA		NAME
SHURGARD'S STORAGE	Collecting all equipment from Unit - 3 cars	Sharon/Eric/Martyn (with trailer)
HALL	Putting out chairs	
	Putting out tables	
	Setting up Tablecloths/cups, saucers etc	Sharon/
	Table numbers/programmes	
	Sound system set up	Eric
	Raffle prizes list for completion of winners (provide sellotape and scissors). Also list to be printed for tables	Eunice
	Flowers for tables	Lin
	Seating plan	Sarah
KITCHEN (1 person)	Turning on boiler	Mags Smith
	Providing tea/coffee for helpers	
	Setting out Tea Pots and Coffee Jugs/Juice Jugs	Alison and Elizabeth
	Setting out disposable cups for juice	
	Making up cake stands	
INTERVAL (3 people)	Make drinks - have pots available for servers at tables	Mags Smith/Charlotte Allison
	Assistance in serving tables - 12 people	Sharon/Rosie
Ante-room	Set up cakes for afternoon	
	Paper towel roll for choir use	Sharon
For Performance	Front of House (2 people)	Martyn/
	Selling Raffle Tickets at tables (2 people)	Stephen Townsend
	Raffle tickets - to be folded and drawn (2 people)	Martyn/
	Kitchen - making refreshments (3 people)	Mags Smith/Charlotte Allison
	Sound Engineer	Toby
CLEARING UP	Washing up	Margaret W/Beccy C
	Collecting used cups etc from audience (3 people) with rubbish bags	
	Taking home tea cloths/tablecloths to wash	
	Putting away tables/chairs	
	Sweeping Hall floor	
SUNDAY MORNING	Vacuum carpet in ante-room	
	Take equipment back to unit (3 cars)	