

### STAGE SETUP FRIDAY 8am, PACKUP SUNDAY 5pm

Peter Fisk	Tania Netterfield
Jenny Fisk	Andy MacColl
Gary Parker	Chris Arnott
Liz Parker	Mick O'Neill
Tony Hammond	Brian Jewell
Tony Tyrrell	

### FIRST AID

Elizabeth Giddey

Note.

If first aid is required please ring Colin Semmler or Chris Arnott whose numbers are on the back of your lanyard. Colin will contact the first aid person on duty at the time.

### BOX OFFICE

<b>Friday</b>	
6:00 - 7:00	Cedrick Moses
<b>Saturday</b>	
10:30 - 1:00	Bill Johnstone
1:00 – 2:30	Peter Manson
2:30 - 5:00	Cedrick Moses
<b>Sunday</b>	
10:30 - 1:00	Peter Manson

Tickets at the concert venue after 1pm.

### TICKET SALES AT VENUES (MOBILE UNIT)

Peter Fisk

### SECURITY, BATES HALL DOOR (PARK ENTRANCE)

<b>Friday</b>	
6:30 - 8:30	Peter Manson
<b>Saturday</b>	
10:30 - 1:00	Julie Brackenreg
2:30 - 5:00	Vera Hartley
6:30 – 9:00	Rika Kristall
<b>Sunday</b>	
10:30 - 1:00	Marga van de Reyt
2:30 - 4:30	Heather Pye

## PRESBYTERIAN CHURCH HALL

Day	Time	Security	Choir Wrangler
<b>Saturday</b>	10:00 - 12:15	Louise Larcombe	-
	12:30 - 2:30	Bronwyn Shumack <sup>1</sup>	Hilary Hughes
	3:00 - 5:00	Jenny Fisk	
	5:00 - 7:00	Julie Brackenreg	
	7:00 - 8:15	Leigh Shane	
<b>Sunday</b>	10:00 - 12:00	Jen Hocking	
	12:30 - 2:30	Vera Hartley	Hilary Hughes

<sup>1</sup> Leave at 2:15 to move to Phillips Hall, Hilary to act as security for last 15 minutes

Notes.

For each of the two concerts in the Church the choir opening the concert has their rehearsal in the Hall. That choir should move to the back of the Church before the concert begins and be under the direction of the Stage Manager. They should either sit in the chorister pews before progressing to the stage or actually be in position to sing as agreed beforehand.

During a concert, volunteers on security duty should stay in the Hall as your main role then is to secure choristers' belongings. There is a second volunteer (the choir wrangler) assigned to bring choirs from the Hall to the Church and organise them for processing on to the stage. During a rehearsal your role is to check with the choir's MD or contact person whether there is any change to the singers on the day. There is not need to tick choristers off on the print out of choristers, simply delete a singer no longer singing or add a singer not on their original list.

The latter activity also applies to the following venue managers.

## UNITING CHURCH & HALL VENUE MANAGER

Day	Time	Manager
<b>Friday</b>	6:00 - 8:00	Phil Wicks
	8:00 – 9:45	Deb & Martin Howell
<b>Saturday</b>	12:30 - 1:45	Stephanie McGrath
	2:00 - 3:15	Caroline Moses
	6:00 - 7:15	Jen Hocking
<b>Sunday</b>	12:30 - 1:45	Julie Brackenreg
	2:00 - 3:15	Phil Wicks

## GENERAL NOTES

The times shown in this schedule are session times, however *volunteers rostered during concerts should be ready before doors open, which is 30 minutes before a concert starts.*

## . VOLUNTEER ROSTER, PHILLIPS HALL SESSIONS

	Friday	Saturday			Sunday	
Session	1	3	5	7	8	10
Session time	7 - 9	11 - 1	3 - 5	7 - 9	11 - 1	3 - 5
Stage Manager	Craig Sinclair	Barry McDonnell	Barry McDonnell	Greg Thompson	Kate Lisyak	Greg Thompson
MC	Lara Norman	Eve McDonnell	Eve McDonnell	Sue Capper	Jenny Ross	Sue Capper
Queue Control	Martin Howell	-	Leigh Shane	Tania Netterfield	-	-
Ticket checker 1	Heather Pye	Anita Hoving	Anita Hoving	Deb Wells	Margie Tubbs	Margie Tubbs
Ticket checker 2	Wayne Kelly	Eva Johnstone	Bronwyn Shumack	Susie Easton	Louise Larcombe	Rika Kristall

Notes.

- ✚ Ticket checkers etc need to be in position 30 minutes before a concert starts as that is when the doors are open to the audience.
- ✚ The Queue Control volunteer helps arriving audience enter the appropriate door. Once there is no need for this they should then move into the Hall and assist as an usher locating spare seats (if required).
- ✚ Ticket checker 1 should stay seated inside the hall near the entrance door to assist latecomers or early leavers. Ticket checker 2 should act as an usher once most of the audience are seated.

## VOLUNTEER ROSTER, OTHER SESSIONS

	PRESBYTERIAN CHURCH SESSIONS	
	Saturday	Sunday
	4	9
	1:30 - 2:30	1:30 - 2:30
Stage Manager	Tania Netterfield	Tania Netterfield
MC	Gary Werskey	Gary Werskey
Choir Wrangler		
Ticket checker 1	Phil Wicks	Susie Easton
Ticket checker 2	Patricia Wicks	Stephanie McGrath

GARDNERS INN	
Friday	Saturday
2	6
9:30 – 10:30	5:30 – 6:30
Gary & Liz Parker	Gary & Liz Parker
Kyle Stewart	Kyle Stewart
-	-
-	-

GOLF CLUB	
Saturday	
6	SHiNDiG
5:30 – 6:30	9.30 – 11pm
Kate Lisyak	-
Jenny Ross	-
Julie Parker	
-	Caroline Moses
-	Cedric Moses