

**MAYFIELD FESTIVAL & MAYFIELD FESTIVAL CHOIR EVENT CHECKLIST****Name of Event:****Date:**

Checked

Initial

**Staging**

Staging tiers installed and braced together

Railings attached and braced together

Chair stops attached

Choir chairs set out and adequately spaced

Corner of organ highlighted

Back rail attached to conductor's podium

**Lady Chapel**

Wooden chairs stacked neatly along side wall

Any choir stalls, wooden chancel furniture neatly stacked around altar.

Electric piano placed alongside back of organ

All other floor space to be kept clear

**Audience seating**

All audience seats and rows numbered (if appropriate)

Chairs in centre aisle pegged to pews and clipped together

Chairs in Rear North and South clipped together in adequately spaced rows

Any unnecessary objects (e.g. small tables) placed in library and stacked neatly

**West Door**

All objects in vestry corridor removed and sink area tidied

Chair and bottled water in place for first aid

Wheelchair tyres checked

**Bar area**

Bar tables placed sufficiently far back from step

All unnecessary objects (e.g. lost property box) removed and placed in library

Prayer book trolley moved to library

**Toilets**

Toilets in London House checked for cleanliness and adequate paper supplies

**External lighting**

Emergency external lighting checked

Additional solar powered lights placed alongside paths

Additional battery operated light to illuminate path to toilet

**Immediately pre-event**

Stewards briefing held and duties allocated to each (separate details for this)

Emergency exit lights put up

Lady Chapel, West and South doors unlocked and all exit routes checked

Lapel mic tested and given to chief steward

Health &amp; safety information displayed on overhead projector