

## Club Night Managers To-Do list

### Requirements

Members register  
H & S Policy  
First Aid Kit  
Risk assessment form with Accident form on the reverse side.  
Lathe Set up  
Grinder  
Dust extractor  
Screen  
Audio Video & table Tools table  
Demonstrators Tables  
Seating

### Actions

Confirm demonstrators' requirements with JSt, e.g. Own or club lathe and make sure the lathe is out early so the AV team can set up.

Does the demonstrator need the club lathe, grinder or dust extractor?

Check the requirements of the turner for tables

Check that RG, DM & CPS are available to set up the AV system if not get RG to suggest substitute alternative.

The evening organiser should also check that Philip is able to come and, if not to arrange for the stock to be collected. Also check whether Bill Thackery can run it as he usually helps.

Tea break set up – check that the tea team is available through PN

Register and H & S policy document to be displayed together.

First Aid Kit to be kept on the front left hand of the stage. A copy of the Risk Assessment is to be signed and passed on to the secretary.

Sufficient space is needed between the lathe and first row of seats for safety and camera work. Front row of chairs in line with the right hand side of the frame of the front fire exit door (to the small car park) as you face it.

Centre safety aisle between seats in line with headstock of lathe.

Admin/ library will need two tables.

Phil's Shop will need three tables.

Raffle will need two tables.

Show and Tell will need a table.

At end of evening:

1. Check with centre management how chairs/tables are to be left.
2. If chairs need stacking at the end of the evening, delegate a committee member to supervise them so that no more than 10 chairs are balanced against each other.
3. Committee member in charge of evening to look round at end to check whether anything has been left out of cupboards in the storage areas.
4. Check that the hall is tidy.
5. Checking that the shop will be available – if not, to arrange for the stock to be taken to Robert and check whether Brian Rogers is available to run the shop on the night.

*Updated 29-08-2013*