

## PIC Club Night To Do List 31-12-2018

To do before and during event	Action	Person to contact if there is a problem	Check done
paperwork	Ensure you have a current membership list and members email list from the database from the Treasurer (DS) or Vice President (PN) ( <i>telephone numbers and email addresses cannot be accessed from the club website</i> )		
paperwork	Table, chair, lathe lay out is sorted with the centre. Create your own if in charge of a practical evening and inform DS. Treasurer is our link with the Mytchett Centre so you should contact him if you want the centre to set out tables and chairs other than in the standard demonstration array.	Treasurer DS (David Stratton)	
paperwork	Members register – printed off by treasurer – on Register table on the night.	Treasurer DS	
paperwork	Health and safety policy – from web ‘Documents’ page . A laminated copy is kept with the club office paperwork and the Treasurer has a laminated copy for the register table.	Secretary JSt (Jennie Starbuck)	
paperwork	Appropriate Risk assessment form and accident form – from file on the ‘Documents’ page of the website)– <b>please modify to suit event if required.</b>	Secretary JSt	
contact	Check the layout for the evening and if it is not the standard layout make sure that DS has warned the Mytchett Centre and asked for the layout you need.	Treasurer and Centre liaison DS	
contact	Confirm with Secretary for visiting professional turners and Chairman for club turners, the demonstrators requirements of the turner eg own lathe or club lathe, need for sharpening grinder, expected arrival time – sales table, exhibition table.	Secretary JSt Chairman MS (Mike Spaven)	
Contact	Confirm with AV team that they are available. If not, get advice from them about who needs to be asked. If there is a problem, refer to secretary JSt.	RG (Robert Grant) CR (Colin Rowe) CPS (Chris Starbuck)	
contact	Establish who will meet and greet professional demonstrator / club turner.	Chairman MS	
contact	Check requirements for sign-up sheets for future events with Secretary. (Programme details on website)	Secretary JSt	
contact	Establish with TBA1 who the tea team will be. Check with TBA1 that there are enough disposable cups, if not contact treasurer DS for supplies. IF TBA1 cannot attend, check with her who will be bringing milk, tea, coffee sugar biscuits etc, If there is a problem contact DS.	TBA1 (to do at Jan 24 <sup>th</sup> committee meeting) Secretary JSt Treasurer DS	
contact	Check that raffle team (Anna Marie Bennett), shop team (Phil Wolsoncroft) and club office team (Tony Welbeloved) are available. Check SAW file list for telephone numbers). PW does not respond to email.	AMB (Anna Marie Bennett) PW (Phil Wolsoncroft) TW (Tony Welbeloved)	

contact	Check that Chairman is available, if not, organise members to introduce the evening, do the raffle and 100 club draw and judge the Chairman's Choice competition.	Chairman MS	
contact	Check that the treasurer is available, if not check how turner is to be paid, who is paying the £10 club badge draw prize, who is running the 100 club draw and who is collecting the club income (raffle shop etc) on the night.	Treasurer DS	
contact	Check that there will be a 'meeter and greeter' on the door and that there are Visitors badges	Sid Dodd, Albert George and Michael Wallace.	
	Familiarise yourself with the emergency action eg fire, accident, first aid, fire extinguishers		
contact	Check that someone will take some photographs and pass them to MS (Mike Spaven) and CS (Colin Spain). Details should be in the committee meeting records or with RD	RD Richard Davies	
contact	Check that someone will write up the event for the newsletter. Details should be in the committee meeting records or with RD	RD Richard Davies	
Contact Practical evenings	Book members for practical evenings well in advance. Please ensure that all participants are aware that they need to be wearing appropriate clothing and footwear and safety glasses (three pairs are available in the SAW cupboard.)	See list of demonstrators from database. Or contact CR (Colin Rowe) or DS for the data base list	
<b>On the night</b>	At the event – (seek volunteers to do the tasks but check that they are done)		
6.45 pm	Check that Members Register is by entry door	Treasurer DS	
6.45 pm	Check that there are copies of the Health and Safety Policy kept with the first aid kit, by entry door and on the admin table .		
6.45 pm	Locate First Aid Kit at left hand side / front of stage		
6.45 pm	Check the lay out tables/ chairs/ lathe – (use appropriate layout sheet for the club evening) - especially front row of chairs and where the lathe is relative to the aisle. Aisle must be in line with headstock and front row of chairs <b>must not</b> be in front of right hand door jamb (Hall door - front right - looking at the stage). Use common sense – if the lathe needs to be set up further from the stage than usual, remove one more row.		
6.45 pm	Set up AV, Club lathe, dust extraction as per layout plan. Make sure all tables and chairs are out before lathe and lighting /camera rigging set up.		
7.15 pm	Check with a member of the centre's staff (usually in the bar) on the evening for requirements for leaving out tables and chairs and what needs to be put away at the end of the evening. Pass this message on to the		

	member doing the closing 'thankyou'.		
7.15 pm	Walk through appropriate risk assessment form and accident form. Check fire exit doors have no obstructions and will open and there are no obvious slip or trip risks. Tape down cables etc. where necessary if it has not been done.		
7.25 pm	Complete check of risk assessment, sign and pass to Secretary JSt at start of demonstration. If there are no notices being shown on the AV system, arrange for Chairman to remind members of the following 3 health and safety requirements. Remind audience about legal requirements to sign in -the Mytchett centre is a private club and sign in is needed Remind audience about fire exits and dispersal point Remind audience where smoking place is located		
10.00 pm	Leave chairs and tables as directed by Mytchett Centre (chairs if stacked to be no more than 10 deep)		
10.00 pm	Organise volunteers to clean up dust and shavings around lathes		
10.00 pm	Ensure all club equipment is safely replaced in cupboards – check at the end that nothing has been left out		
10.00 pm	Make a note of any damaged or defective club material / tools and advise Colin Rowe		
	Note 1 Open day has specific requirements and separate check list		
	Note 2 Outside events have own checklists - if you are PIC for an outside event <ul style="list-style-type: none"> <li>a. Ensure a list goes out 3 months before with 2 less spaces than needed and encourage new members to fill these spaces by personally inviting them.</li> <li>b. Collect the lists at the club night before the event and check with the secretary JSt if more members are needed so an emergency email can be sent.</li> </ul>		
	Note 3 Workshop Days and Seminars – follow the actions for a club evening where sensible but modify where necessary.		
	Note 4 AGM - follow the actions for a club evening where sensible but modify where necessary.		