

Club Night Managers To Do list

Requirements

Members register
H & S Policy
First Aid Kit
Accident Book
Lathe Set up
Grinder
Dust extractor
Screen
Audio Video & table
Tools table
Demonstrators Tables
Seating

Actions

Confirm demonstrators' requirements, e.g. Own or club lathe.

Tea break set up.

Register and H & S policy document to be displayed together
First Aid Kit and Accident book 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.

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

Sufficient space is needed between the lathe and first row of seats for safety and camera work.

Centre safety isle between seats.

Admin/ library will need two tables.
Phil's Shop will need three tables.
Show of members work will need one table.
Raffle will need two tables.