

Silver Cross Dancing Group

Dance Organisation check list

- Arrive at hall at 6.45 pm

Number of helpers required

- 2 to put out chairs and move tables to kitchen
- 3 to prepare tables and other kitchen tasks

Hall preparation

- Fold back the folding doors between main and side halls.
- Move tables in small hall back to window side leaving two at the door for cash desk and raffle
- Set out chairs round main hall – one row along back wall and right hand side (as seen from the stage). Small hall side – chairs from kitchen door up to about 3 chair spaces from the folded back doors, then another few chairs up to 3 chair spaces from the rear wall. (This gives access to and from the small hall). 2/3 more rows of chairs can be set out behind this row utilising some small hall space. Ensure access is left for the kitchen.
- Surplus chairs must be put in the lobby space to the rear of the hall using the wheeled trolley – please do not drag across the floor as this causes damage to the surface.
- Raise the shutters in the bar area

Kitchen preparation

Switch on the hot water boilers – two switches to the right of the boilers on the wall and ensure that the button on the top front of each boiler is on – (light comes on)

Three tables are required for food, either from the table store at the opposite side of the main hall or from tables which may already be in the small hall. These are on wheels and move very easily.

Set up the tables in the kitchen – 1 at the far side, 1 between the cupboards and heated cabinet and one in front of the door into the main hall.

Catering equipment (in two boxes) will be on the tables in the middle of the kitchen

three white disposable table cloths

paper plates

Napkins

Polystyrene cups for hot drinks

Plastic cups for cold drinks

Bin bags, kitchen roll, cling film

Dish towels

Washing up liquid

Teabags, coffee and sugar

Stirrers and box of sundry cutlery items

Bottles of soft drink and milk

1 container for the cold drinks

Tea pots are in the heated cabinet and should be filled from the water boiler to provide the hot drinks at the interval.

Teabags, coffee, sugar and milk should be put in the main bar area – poly cups arranged on the bar.

Food being brought by those attending should be ready for the table – i.e. removed from any packaging / cut up (if necessary) and on a plate. Please ask the person concerned if this is not done.

Some food may need to be covered with cling.

Make up the cold drink container and put on the small bar area with plastic cups. Please put a tray (from under the bar) on the floor on the outside of the bar with a couple of sheets of kitchen paper to catch any spillage.

Use one of the plastic bottles with cold drink for the band and put on the stage with 5 cups.

Clearing up

Kitchen

Wash and dry the plates and equipment and pack in the boxes.

Put all waste in the black bags – these need to be tied up and put in the outside bins – access via back kitchen door – **care** as this is not a well lit area.

It is best to leave at least one bag still open for any cups found when the hall is cleared – please ensure this one is then put in the outside bin.

Leave kitchen tidy with all surfaces wiped and clean. Switch off any appliances used and ensure taps are fully turned off.

Hall

Re-stack the chairs along the rear wall as they were on arrival.

Replace the tables in the small hall again as they were on arrival.

Close the folding doors and all windows

Keyholder tasks

Check toilets for lights, lost property etc

Check kitchen to ensure all appliances are turned off

Close all internal doors lock the ones at the main entrance and into the corridor and foyer.

Check and lock all external doors ensuring the crash bars are firmly lodged.

Leave by the rear door at the back of the stage. There is a time delay light at this door which gives time to lock up and put the key through the letterbox at the side.

And finally

Thank you for your help. Any helpers who are non-dancers are not required to pay.