

Instructions for the Woodstock Music Society Stage Supervisor

Version 29th October 2024

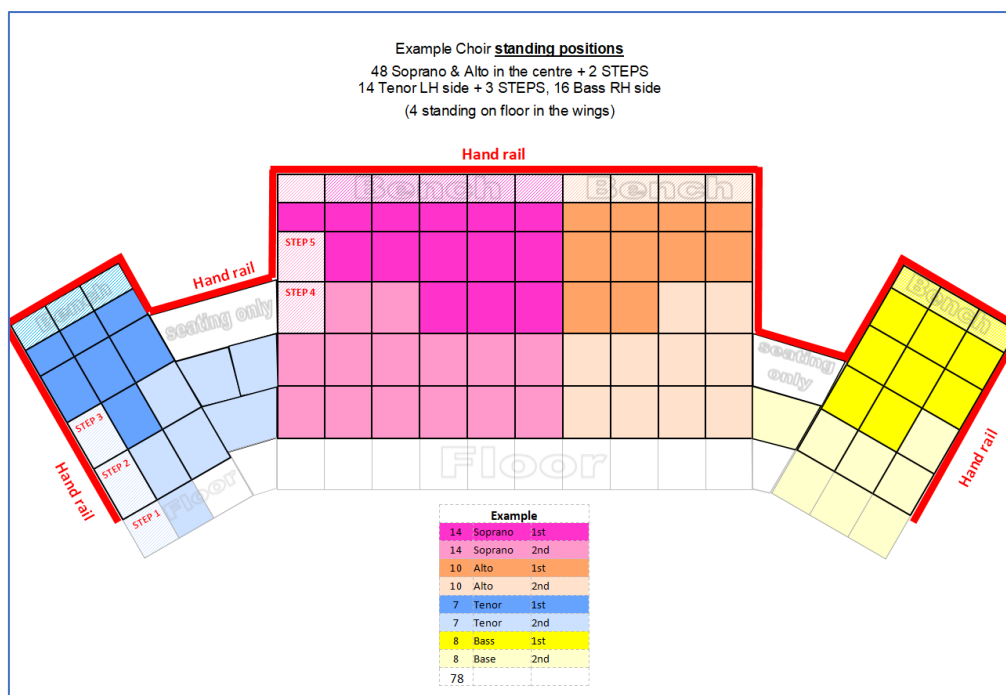
Summary Task List

1. Prepare seating plan for choir on the stage some time before concert.
2. Get roster of volunteers for assembly / dismantling before week of concert.
3. Familiarise yourself with the document *Instructions for Stage Assembly and Dismantling*.
4. During assembly check that the document *Safe Handling for volunteers working on the WMS staging* has been read and acknowledged with a signature by all volunteers.
5. At dress rehearsal get choir onto stage section by section according to plan.
6. Give choir members numbers to assist in queueing up to mount stage during concert.
7. Supervise choir on and off the stage during the concert.
8. Announce to audience location of *Fire Exits* at start of concert.

Prepare seating plan

The seating plan should be drawn up in consultation with the *Music Director* a few weeks before the concert performance. (Note: the example below shows the **standing positions**.)

The seating plan must allow for all voice sections to have at least one row on the lowest level of the stage for choir members of restricted mobility. The maximum number of singers **standing** on the stage should not exceed the number of coloured squares in the example below, although it is permitted to stand at the STEP locations. The manufacturer's drawing gives a maximum of 81 standing on the stage (*WMS-Stage-Assembly-and-Dismantling.pdf*).



Roster of volunteers

At choir rehearsals one or two weeks before the dress rehearsal, ask for volunteers to sign up to a roster on a clipboard for erecting the stage, starting 3pm in the afternoon before the dress rehearsal (Thursday) and dismantling the stage immediately after the last performance (Saturday). A minimum of 4 to 5 volunteers are required for each session.

Stage Assembly and Dismantling

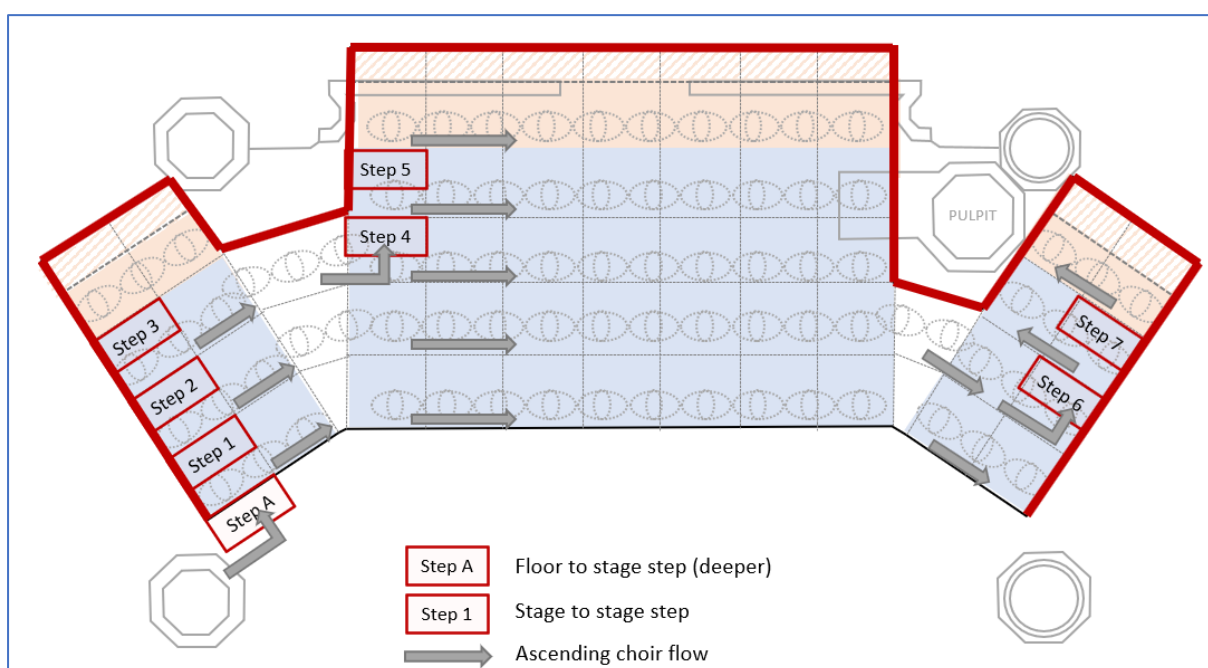
The stage components are delivered in a special trailer and assembly is facilitated if one or more of the volunteers is familiar with its construction. However, it should be possible for the *Stage Supervisor* to direct the volunteers assembling and dismantling the stage by following the instructions in the document: *WMS-Stage-Assembly-and-Dismantling.pdf*.

Safe Handling Summary

Before any work is begun on the stage, the *Stage Supervisor* should ensure that all volunteers are familiar with the one-page document *WMS-Stage-Safe-Handling-for-Volunteers.pdf* which should be provided on a laminated A4 sheet with one side giving explicit instructions for working on the WMS stage and the other side showing *Safe handling techniques* advice from the *Health and Safety Executive*. The *Stage Supervisor* should also keep a written register of volunteers working on the staging with a signature from each to acknowledge reading the document.

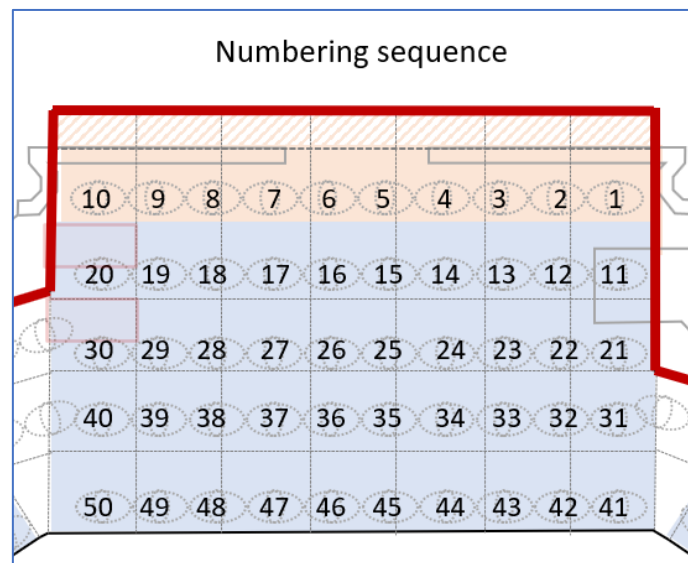
Getting choir on to stage first time and number allocation

Just before the dress rehearsal, working from the seating plan, get each section to occupy their seating positions in the order: basses, altos, sopranos, tenors. Ensure that all singers mount the stage to their level using the steps as indicated below. (Note: it is permissible to remove steps 3, 6 and 7 if the singers climbing to the corresponding levels are physically able and consent to do so **but steps A, 1, 2, 4 and 5 must be fitted.**)



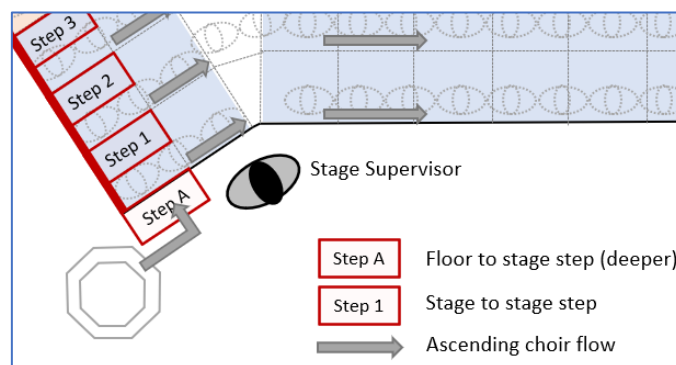
The sopranos and altos occupy the central section, so when they ascend the stage at the beginning of the concert from the top row downwards they need to queue in a precise

order before ascending the stage. To facilitate this, after everyone is seated at the beginning of the dress rehearsal get each singer in the central section to call out their number in consecutive order and then to remember this, writing it in pencil on their music score.



Supervising choir on and off the stage during the concert

On the night of the concert, the choir assembles in the vestry (entering the further vestry door) and lines up in preparation to ascend the stage in the order: basses, altos & sopranos in their numbered order, tenors. The *Stage Supervisor* (or nominated deputy) stands by the mounting **Step A** to assist singers climbing the stage if required and to ensure that all singers use the steps to get to their sitting positions.



Descending the stage at the interval or end of the concert can be a more relaxed procedure to speed up the descent subject to the following:

- The *Stage Supervisor* (or nominated deputy) stands by the mounting **Step A** to assist singers etc. in the same way as when the choir ascend the stage.
- Singers do not need to come off in order, **providing that everyone is standing**. It is then safe for some singers (e.g. those helping to serve drinks in the interval) to get off first by walking past others to the steps to descend. After this, singers may come off in an orderly fashion, not necessarily in row order, provided their passage is not

blocked. Where required the *Stage Supervisor* should direct to ensure the descent is safe.

Announce to audience location of *Fire Exits* at start of concert

Just before the start of the concert (e.g. after the orchestra has tuned up), the *Stage Supervisor* (or nominated deputy) should address the audience and inform them of the 3 fire exits: West (main) door, South door (to graveyard) and Vestry door (through the passage to the Vestry).

The *Stage Supervisor* should be aware of the location of fire extinguishers in the church and the current *FIRE ACTION NOTICE* posted at the back of the church:

FIRE ACTION NOTICE

In case of fire

- **Raise the alarm by shouting “Fire! Fire!” and activating the fire call points in the vestry area.**
- **Evacuate the premises**
- **Check the upper vestry room and tower**
- **Tackle the fire, if safe to do so, without taking any risks**
- **Call the Fire Brigade by dialling 999**

On hearing shouts of “Fire! Fire!” or the fire alarm:

- **Leave the premises by the quickest route**
- **Ensure that any less able persons are helped**
- **Report to the assembly point in front of the Museum**

- **Do not stop to collect personal belongings**
- **Do not re-enter church until authorised to do so**