

PROCEDURE FOR ERECTING AND DISMANTLING THE CONCERT STAGING WITH CONSIDERATION FOR SAFETY.

Introductory notes

1. It is essential that sufficient personnel are available to carry out the following actions. The ideal number required is 12 though more hands do lessen the work.
2. The location of the Church and Church Centre first aid kit should be ascertained.
3. Those involved should have safety uppermost in their minds. It is recommended that members should realise their own physical limitations and not attempt tasks beyond their capability. The wearing of gloves is recommended
4. The Stage Manager will advise as necessary in any assembly matters.

Actions to be carried out in assembling the staging.

1. If not done by the church caretaker, the altar and associated furniture should be moved to the rear of the altar area, thus clearing space for the orchestra.
2. The area where the choir staging is to be erected should be cleared of all church furniture. If necessary to be temporarily stored in the vestry or at the rear of the nave.
3. Whilst the above actions are being carried out, the concert manager will access the staging, stored in the crypt. They along with at least 1 other helper will commence taking the staging items out of the storage area in readiness for transporting up the stairs to the nave.
4. It is recommended that 2 members carry each piece of stage flooring from the crypt up into the nave and placing them adjacent to where the staging is to be erected. This includes carrying the boxes of stage flooring legs and associated hardware.
5. There are eight large rectangular and two small triangular wooden infill platforms for the chancel to extend the orchestra seating area. The largest of these are extremely awkward and require a minimum of two people to carry them.
6. Members who are not able to carry the stage flooring pieces shall commence fitting the legs to the staging pieces.
7. Once the items in 6 above are ready for putting into place, two members can lift each piece of stage flooring into temporary position. Those pieces with the longest legs at the rear, the shortest at the front.
8. Once the stage flooring is temporarily in place, the guard railing pieces can be attached to the rear stage section. To do this a space has to be left behind the rear stage flooring to allow access for fixing the guard rails.
9. Fixing the guard rails requires two persons. One to hold the rail in place whilst the other fastens the fixing bolts. Once done the flooring can be moved into position.
9. A special item of stage flooring is provided for the conductor's platform. This to be placed forward of the orchestra area.
10. Once all the stage flooring and guard rails are in place, chairs can be put on the staging as necessary with further chairs placed adjacent to the staging to accommodate the size and make-up of the choir.
11. Chairs as required for the soloists and audience members to be arranged as directed by the Stage Manager.

All of the above actions from no. 6 to be repeated for both sides of the altar area.

Dismantling after the orchestra and audience have cleared the church.

This process is as equally hazardous as is assembly and because members are keen to be finished and leave extra care must be taken in its operation.

1. The Stage Manager must ensure it is safe to access the crypt.
2. All the chairs for the choir must be returned to their original places in the church.
3. Once the staging is cleared of chairs, dismantling can commence. This starts with the removal of the front rows of stage flooring and conductor's platform.
4. This action is carried out to the second row of staging BUT before the final row can be dismantled, it needs pulling forward to give access to the rear to allow unbolting of the guard rails. This action requires two persons, one to hold the guard rails and one to unbolt them.
5. The legs are removed from all stage flooring and along with guard rail fixings placed in the boxes.
6. Each piece of stage flooring and guard rails need to be carried and either temporarily placed near to the crypt entrance or immediately carried down the stairs in to crypt.
7. To carry all the pieces of staging, including the wooden platforms, there needs to be a line of people (**minimum of 8**) down the stairs such that the pieces are GRADUALLY passed from person to person, easing the pieces along the stair edges IN A CONTROLLED MANNER.
8. The staging is either parked close to the foot of the stairs or taken immediately to the storage area. (**This requires a minimum of 4 people to transport the pieces to the storage area.**)
9. The Stage Manager and at least 1 other person commences placing the staging into the store room.
10. Once the altar area is clear of platforms and staging, the altar and associated furniture can be repositioned in readiness for the Sunday service. And similarly with other church furniture.
11. Finally, when all the staging and associated items are stored away, the Stage Manager should make a final check of the church to ensure all is back in place agreed with the Church Verger and that nothing has been left by attendees.

ABOVE ALL, SAFETY IS PARAMOUNT, DON'T RUSH, TAKE YOUR TIME AND DON'T TRY TO DO THINGS YOU ARE NOT CAPABLE OF!