

## FRIDAY NIGHT MUSIC CHECKLIST FOR VOLUNTEERS

### Timings

<i>Timing</i>	<i>What Needs to Happen</i>
One month before the event	Find and book entertainer
One week before the event	Ensure all supplies in place (drinks, disposables)
One week before the event	Ensure enough volunteers are in place to help on the night (minimum of six needed)
Day before event	Order catering (if applicable)
On day of event	Turn up at 1730 for start of shift (finishes at 2130)

### Pre-Event Preparation

Who's Responsible	Task	Who else?
<b>IN ADVANCE</b>		
Event Organiser (currently Alan)	Find, book and coordinate bands or entertainers - at least a month in advance of the event	
	Work with Social Media Manager and Cafe Manager to arrange publicity and advertise events.	SMM, CM
	Check and provide support for band (PA system, cabling etc)	
	Coordinate with library (LM) and cafe managers (CM)	CM, LM
	Contact and order catering (pizzas)	
	Ensure someone is providing supplies for the night (see below for list of supplies)	
	Make sure there are enough volunteers on the night via Three Rings.	
	Appoint key volunteers to these roles and make sure they know what they're being asked to do:  Bar service (two people required) Checking tickets on door and doing head count	

Who's Responsible	Task	Who else?
	<p>Appoint someone (possibly yourself!) to look after the musicians or other entertainers.</p> <p>Everyone should help with moving shelves and setting out furniture etc</p>	
<b>ON THE NIGHT</b>		
Events Team	On day of event, turn up at 1730	
	<p>At 6pm close library for set up. Move all shelves to Activity Room. This includes the green childrens' book bins and all wheeled shelving (CD tower too)</p> <p>Lock the front door and put the CLOSED sign up.</p>	ALL VOLUNTEERS
	<p>When space clear, put out tables (if it's a pizza night) and enough chairs to account for all guests (check numbers with the person in charge of the attendee list.</p> <p>If it's a non-pizza night, cafe tables only required.</p>	
	At the front, nearest the band, put 3 cafe tables and six chairs out.	
	Put out nibbles and candles on tables (if using)	
	Put up fairy lights along the fixed shelving and along the cafe area shelf.	
	Welcome musicians or entertainers on arrival and make sure they know who is MCing and looking after them. Entertainers should arrive around 6.15pm	
	Check toilets are ok and that there's enough loo paper. Spare is stored in the cupboard in the loo.	
	Open sliding doors between Activity Room and Meeting room	
	Set up the bar table in the meeting room. Cover with table cloth.	BAR TEAM
	<p>Find glasses, bottle openers and paper towels for spills</p> <p>Find bin bags in cleaning cupboard.</p>	
	Set up Zettle card reader and dock and ensure it's sufficiently charged. Recharge if necessary. PLEASE NOTE THAT PRICES	

Who's Responsible	Task	Who else?
	FOR ALCOHOLIC DRINKS ARE <b><i>SUGGESTED DONATIONS</i></b> . We can't insist on customers paying that amount. In practice they are very happy to.	
	Check you know where all the items for sale are. White wine should be in the milk fridge. Beers should be in the fridge in the meeting room. Red wine should be in the new cupboards in the corridor which will be marked CAFE SUPPLIES.	
	Wash up glasses as necessary during bar service.	
	When pizzas arrive (usually scheduled for 1955 - just before the break at 2000), check they all have names on and that everything is there. Make sure the band get their free pizza.	
<b>AFTER THE EVENT</b>		
EVENTS TEAM	Wash and put away all glasses and snack bowls	ALL VOLUNTEERS
	Wipe down tables and plastic tablecloths and put away.	
	Put all chairs and shelves back where you found them.	
	Sweep floor.	
	Put all recycling (bottles, cardboard, paper) in the bin outside (orange lid) and all landfill in the landfill bin (for this you need a key)	
	Move non-library equipment (eg PA system etc) to meeting room for collection early next day	
	Ensure Zettle powered off and returned to cafe cupboard	
	Ensure the library is clean and tidy and that the cafe space is clear for cafe service next day. Cleaning materials can be found in the cleaning cupboard in the front of the library, and in the cupboard in the loo if you need to replenish.	

## Equipment You Will Need And Where it Lives

Equipment	Location
Folding tables (there are six of these)	Cupboard 5
Chairs	At front of library and in cupboard 9
Zettle terminal/dock	Cafe cupboard
Refreshments	Milk fridge in library Food fridge in library Fridge in meeting room Cafe Supplies cupboard in corridor
Wine glasses (two sizes - medium and large)	On top shelf in cafe
Wine jiggers	On top shelf in cafe
Tumblers for beer and soft drinks	Alan normally brings these
Bottle openers	In drawer in cafe
Fairy lights in jars	Under library counter
Electric fairy lights	Under library counter.
Drinks price list	On top shelf in cafe
Tablecloths	Under library counter
Cleaning materials	In cleaning cupboard and cupboard in loo
PA System	Alan normally brings
Door list	Wendy will provide
Clipboard and pen for checking names off list	In drawers in library

In general, if something needs doing, please do it. If you need help, please ask.

Enjoy the performance!

There is a notional dress code for event volunteers of black and bling. This is to help customers know the difference between those authorised to take their money and local muggers. 😊