

# Venue Management Rota

## May-Aug 2017

Thank you for helping to set up the building on Sunday mornings. If you are unable to carry out your duty for any reason please arrange a swap with someone else on the rota.

### To do:

1. Check Ladies, Gents and Disabled toilets for cleanliness, toilet rolls and paper towels.
2. Set heating or fans to provide satisfactory temperature of building.
3. Place a glass of water by the lectern for the preacher.
4. Place chairs, blanket and toys between the office and store cupboard door.
5. Put out children's musical instruments.
6. Open the curtains between the Main Hall and the Foyer.
7. Place a box of tissues at the foot of the lectern.

<b>Date</b>	<b>Name</b>
07 May	John Vaughan
14 May	Margaret Greene
21 May	Chris Schaitel
28 May	Brian Lee
04 June	Andy Crick
11 June	John Vaughan
18 June	Margaret Greene
25 June	Chris Schaitel
02 July	Andy Crick
09 July	Brian Lee
16 July	John Vaughan
23 July	Margaret Greene
30 July	Chris Schaitel
06 August	John Vaughan
13 August	Andy Crick
20 August	Brian Lee
27 August	Margaret Greene