

ROSTER FOR TERM 4					
Date	Room Setup		Room Return		Morning tea
15 October (COMMITTEE MEETING)	Lyndsay Jill H	Margaret H Kate	Ruth Carmel	Delwyn Helen S	John C John G
22 October	Barbara P Michael	Diederick Pauline	Alison T Jane	Alison B Hilary	Anne G Claire
29 October	Linda Elizabeth W	Jenny Vic	Marlys Philippa F	Tony F Beth	Rosemary Mary L
5 November	Sally B Alan B	Elizabeth C Lyndsay	Ruth Carmel	Delwyn Helen S	Hazel Cecilia
12 November	Jill H Mary L	Kate Barbara P	Alison T Jane	Alison B Hilary	Sheila Yvonne
19 November	Michael Diederick	Pauline Linda	Marlys Philippa F	Tony F Beth	Katharina John C
26 November (RV CONCERT)	Elizabeth W Sally	Jenny Vic	Ruth Carmel	Delwyn Helen S	John G Anne G
3 December	Alan B Elizabeth C	Lyndsay Jill H	Alison T Jane	Alison B Hilary	Claire Rosemary

PLEASE NOTE:

If you know ahead of time that you will be unavailable for any of the duties you've been rostered on for, please try and swap with someone else.

ROOM SETUP

- Please ensure that the **admin table** is set up, which we use for our attendance book and noticeboard.
- Also please put out **Philip's rostrum and music stands** as well as his **microphone**.

ROOM RETURN

- Please ensure that the admin table is cleared, and put away Philip's music stands, the rostrum and the microphone.

TEA / COFFEE

- Before the start of the rehearsal, make sure the boiler is switched on (switch on wall to the left of the sink).