

Bandstand Operations Manager Task Summary and Information

- 1) Contact Band/choir coordinator about 1 week before the event
- 2) Prepare for the event – charge Mobile phone, consider need for sun block, bring pencil/pen to record any incidents requiring emergency care and complete questionnaire
- 3) Very important to be there before the band arrives (an hour before performance time, 11:30 or 2:30), that's the time to agree / confirm what's happening when and how. If they're there first you're likely to be on the back foot.
- 4) Wear your [Bandstand](#) Operations Manager Badge & Vest
- 5) Introduce yourself to band leader and explain your role
- 6) Parking
 - a. Issue vehicle permits
 - b. Blue Badge holders can park in the bays free of charge for up to 4 hours but not on the double yellow lines
- 7) Cancellation for bad weather:
 - a. The Royal Parks (TRP) are unlikely to cancel other than for gale force wind, if in doubt on the day call the Duty Manager (phone number is on the back of your badge – 0799 762 083)
 - b. Otherwise we would hope the show can go on but if the weather is so bad that the park is empty it may be sensible to cancel at your discretion if the band agree. If they want to play to no one they can.
- 8) Locate the id verde (Park Maintenance contractor) hut 50 yards from the bandstand. Use the keys in the suitcase to open the gate, rooms and toilet. Direct the band members (they should have been instructed by their leader) to store all their instrument cases, coats and any other items not required for their performance in the hut. No instrument cases should be left on or, at the back of, the Bandstand. They should not leave any valuables in the hut as we will not be responsible if they are lost or stolen. Explain these rules to the Band Coordinator.

9) Chairs PA and power supply etc.

- a. Chairs for the band: delivery and pickup by id verde - any issues contact the TRP Duty Manager
- b. PA System: delivery and pickup by id verde - any issues contact the TRP Duty Manager
- c. Power to Bandstand: id verde opens the box and turns on the power - any issues contact the TRP Duty Manager
- d. Deckchairs: Rented by the hour by attendant from company providing deck chairs
- e. Banners delivered by idverde along with MICs, clicker, etc
- f. MIC Stands-4 delivered by id verde but only one maybe necessary if PA only used for announcements
- g. Sundry items: Cables, MICS, bungee ties, etc in Suitcase delivered by id verde