



Guidelines for the Core Meeting Set-up Team

This is intended to assist the team with the Core Meeting set-up referring to health and safety matters.

Setting out the chairs can be physically demanding, and the team is to ensure it is correctly equipped:

- It is advisable to wear appropriate footwear, e.g. no open toes.
- If using the chair trolleys, you may like to wear gloves for protection.

Regarding chair stacking, the black chairs to be a maximum of 8 in a stack, and the red ones a maximum of 6 in a stack. If it is safer and easier, then the numbers can be reduced; it is not advisable to move more than you are safely able to. Ensure you have a stable stack on the trolley before moving off into storage.

The Friary has advised that when stacking, each chair that is added to the stack must have its legs in front of the legs of the one below.

Room Layout.

Access to the fire exits must be kept clear. Sufficient space by the Membership Secretary's tables, space for the refreshment queue and tables are also required.

Chairs are set in rows of 8 where possible, with enough space for easy access and egress for members. The black chairs are placed towards the back first, and the heavier red chairs fill in at the front once all the black chairs are used.

Tables are required thus:

- Refreshments 2
- Membership Secretary minimum 2
- Speaker according to need.

Any concerns, please contact the Core Meeting Set-up Facilitators