

Guidelines for Multi Media Equipment Usage

1. All equipment must only be used by a current member of the Production Team, who has received the appropriate training.
2. A full list of those members currently trained is available on request from the Facilities Management Team.
3. The equipment must be supervised at all times by a member of the Production Team.
4. All equipment must be switched off at the end of the appropriate services. No equipment should be left on at any time.
5. Any equipment that is dismantled for an event during the week, must be reconnected, and checked that it is fully operational at the end of the event being held.
6. The dismantling, reconnection and checking of any equipment must be carried out by a member of the Production Team.
7. No children or Youth shall be allowed within the Production Team booth at any time.
8. No children or Youth shall be allowed on stage unsupervised at any time. The supervision of the Stage prior to services commencing, and at the end of the services is the responsibility of the Stewards.
9. Any problems with the equipment should immediately be notified to the Production Team Coordinator.