

Secret Chorus Business

Integrity – Commitment - Fun
Dare to be Different

Christmas Performances – Important Message

At the end of SCB is the Site Induction Information for the Parramatta performances. We are asking that all members to read this as you will need to sign the induction form. Kate will have this on Wednesday night for signature and return to the City of Parramatta.

CKC Christmas Party

When: 20 December

Where: Southern Cross Room, St Joseph's

Time: 7pm

Cost: \$40 (Please make cash payment directly to Cheryl Benson)

BYO Drinks



Christmas Performance Dates

Please make your attendance via Groupanizer

Sunday	November 26	'Sydney Christmas Choirs (choruses) in the City'.
Thursday	November 30	Christmas in Parramatta – Centenary Square
Saturday	December 9	Kenthurst Rotary Christmas Carols
Sunday	December 10	'Sydney Christmas Choirs (choruses) in the City'.
Thursday	December 14	'Sydney Christmas Choirs (choruses) in the City'.
Friday	December 15	'Sydney Christmas Choirs (choruses) in the City'.

PERFORMANCE SONGS

Christmas

- Angels We Have Heard on High
- All I Want For Christmas Is You
- Chopsticks
- Do You Hear What I Hear
- It's Beginning to Look Like Christmas
- Have Yourself a Merry Little Christmas
- Jingle Bell Rock
- Jingle Bells
- Santa Baby
- Santa Clause is Coming to Town
- The Secret of Christmas
- The Little Drummer Boy
- Various Themes of Fa La La

It has been decided that a pass is valid for 2 years for Christmas songs. If you have not passed a song in 2016 a riser needs to be submitted to your section leader.

Australia Day

- Waltzing Matilda
- Under the Southern Skies
- My Country
- I Am Australian
- Shelter
- I Still Australia Home
- Advance Australia Fair

Membership Matters

Congratulations to our prospective members who have completed the first stage of membership by successfully auditioning. They are:

- Cathy Bartley (bari)
- Alison Davis (lead)
- Jessica Foulke (tenor)
- Dani Groeschel (lead)
- Emma Edwards (bari)
- Jennifer Kumar (lead)

They now move onto stage 2 and our 3 month probationary period.

NAME BADGES

Please remember to wear your name badges each week. It is so much nicer and easier for our prospective members if they know who they are talking to and vice versa.

If you have lost your name badge please see Jen Senior.

Those who are waiting on an official CKC name badge a bulk order will be placed soon.

International Board of Directors Vote – 2 December 2018

On Wednesday 2 December members will be asked to vote for this round of IBOD nominees.

The voting slips will be set up at the table as you enter the rehearsal room. Please cast your vote as you arrive.

Nominees are:

Therese Anonini – North Metro Chorus

Sharon Cartwright – Northern Beaches Chorus

Jeanne d'Arc (JD) Crowe – Canadian Showtime Chorus

Janice McKenna – Pacific Sound Chorus

For full information on each of the nominees please visit the Sweet Adelines International website link [2017 Board Nominee Flyer](#).

STAR OF THE WEEK



To nominate a member:

Please email Jen Senior (jasenior@hotmail.com) with the member's name and short description as to why you would like to nominate that person.

MEMBER LEAVE

Are you planning on taking holidays or unable to attend rehearsal?

If so please email absence@circularkeys.org

Using this email address ensures the Musical Director, Membership and the Music Team are all notified at the same time.

Current & Upcoming Member Leave

- Cathy Sugar – 20/09/17 – 29/11/17
- Anne Harris 18/10/17 to 22/11/17
- Miryam Baeza 4/11/17 to 6/12/17
- Maria Priestley – 15/11/17 – 29/11/17
- Liz Perry – 22/11/17 – 24/01/18

SUPPER ROSTER

22. NOV	JUDITH B, KAREN TUCKER, ALISON, MAREA W	ALISON, INESE
29. NOV	CHERYL B, KAREN TOTARO, VERNE INESE (cake)	VERNE, INESE
6. DEC	JEN S, VIOLETA O, PIPPA, ANNE H, SUSAN K	ANNE H, SUSAN
13. DEC	PANTRY NIGHT	KAYE, INESE
20. DEC	CKC PARTY NIGHT!!!!!! At ST. JOSEPH'S	

SUGGESTION BOX

The Suggestion Box is kept on top of the microwave during rehearsal for you to place a note you would like management Team to address.

UPCOMING BIRTHDAYS

Alison Anderson Nov 05
Violeta Owen Nov 11
Frances Gurto Dec 08

Karen Tucker Dec 28
Jenny Do Rozario Jan 21

DIARY DATES

2017	
November 26	'Sydney Christmas Choirs (choruses) in the City'.
November 30	Christmas in Parramatta – Centenary Square
December 9	Kenthurst Rotary Christmas Carols
December 10	'Sydney Christmas Choirs (choruses) in the City'.
December 14	'Sydney Christmas Choirs (choruses) in the City'.
December 15	'Sydney Christmas Choirs (choruses) in the City'.
December 15	Bunnings BBQ – Castle Hill
December 20	Christmas Party – St Josephs
2018	
January 24	Rehearsal Return
January 26	Australia Day – Parramatta Park
February 23, 24, 25	Coaching – Lynda Kever
March 23 & 24	Coaching – Molly Huffman
April 15	Bunnings BBQ – Castle Hill
May 5 & 6	Coaching Workshop – Lynne Smith
May 17-20	Regional Competition – Hobart @ Wrest Point
May 19	Bunnings BBQ – Castle Hill
June 15, 16, 17	Coaching Workshop – Details TBA
June 27	Coaching – Lori Lyford
August 3, 4, 5	Coaching Workshop – Details TBA
August 31	Coaching Workshop – Details TBA
September 1, 2	Coaching Workshop – Details TBA
September 8	CKC Show – Hornsby RSL
October	SAI International – St Louis

SITE INDUCTION



Thursday 30 November 2017 – 4pm – 9pm
Centenary Square, PARRAMATTA

PERSONELL



- **Event Manager** Rita Mokdassi
 - **Site Manager** Fiona Jia (bump in & bump out)
 - **Event Coordinator** Beth Fitzpatrick
 - **Event Coordinator** Keith Hong
 - **Event Coordinator** Alex Dixon
 - **Event Coordinator** Louise Kwok
 - **Stage Manager** Fiona Jia
 - **Service Manager** Jeff Stein
- Major Events**

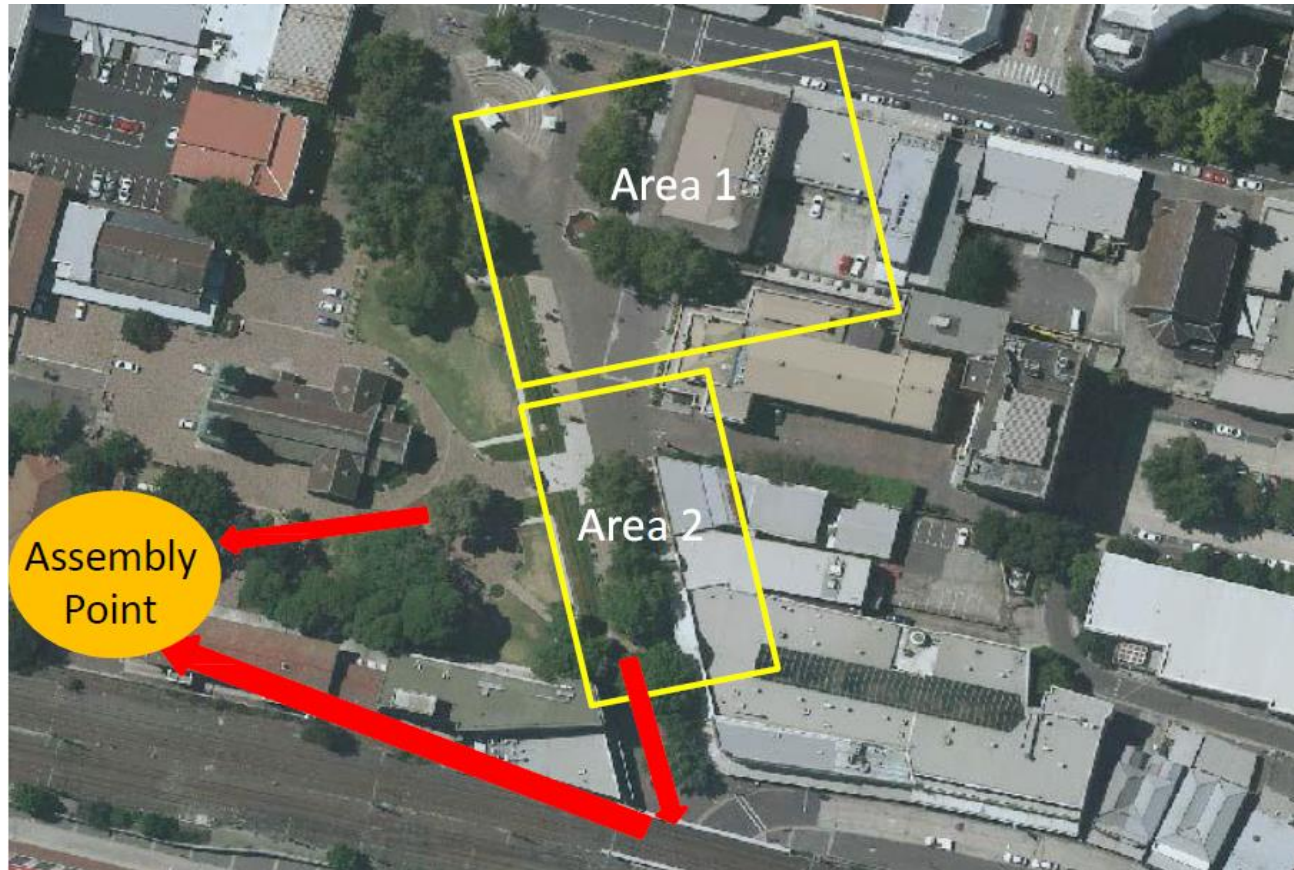
INCIDENTS



- A hazard is anything that has potential to cause injury, illness or damage to people, plant or the environment.
- An incident no matter how small must be reported to your supervisor or directly to CoP Event Staff, accidents and near misses must also be reported
- Incident report forms must be filled out – available from CoP Event Staff
- Incidents can be prevented by:
 - Good housekeeping
 - Reporting hazards to the EOC
 - Wearing appropriate PPE
 - Good manual handling practices
 - Following SWMS and risk assessment
 - Communicating on site
 - Working as a team

EVACUATION

In case of an emergency or evacuation, please listen to instructions by the CoP Event Team. Evacuation Routes and assembly points are below:



FIRST AID



- BUMP-IN
 - First aid kits located in Parramatta Town hall
 - First aid representative on site is Rita Mokdassi or Fiona Jia
- EVENT DAYS
 - Medifast will be located on site as per site plan

ALL MEDICAL INCIDENTS MUST BE REPORTED TO EOC AND REPORT FORM FILLED OUT

MEDIA ENQUIRY



If approached by the media

- Please politely inform the media that you are not in a position to comment
- Obtain contact name and number to pass onto CoP Staff Member
- Do not pass on any contact names or numbers
- CoP Staff Members will pass on enquiry to appropriate person

THANK YOU

PLEASE SIGN INDUCTION SHEET