

**WRABLERS JOBS****Feb 2019**

|                             | <b>Job</b>                                         | <b>Who is now doing</b>          |
|-----------------------------|----------------------------------------------------|----------------------------------|
| <b>REPertoire and ADMIN</b> |                                                    |                                  |
|                             | Judging songs fit for purpose in advance of Robots | Rob                              |
|                             | Scored music into recordings of parts              | Wendy, Peter                     |
|                             | New recordings and lyrics on website and alerts    | Wendy, Peter<br>All who are able |
|                             | Record keeper (for Decisions)                      | Juliana                          |
|                             | Repertoire learning schedule                       | Janette                          |
|                             | Identifying/ sourcing songs                        | All – Repertoire group           |
|                             | Archiving on web and otherwise                     | Juliana                          |
|                             | Choosing from repertoire for gigs                  | Rep gang                         |
|                             | Liaising with Musical Director                     | Juliana                          |
| <b>REHEARSALS</b>           |                                                    |                                  |
|                             | Rehearsal meeting host                             | Annie, Robin, JB                 |
|                             | Chair , agenda and minutes                         | Rotating chair                   |
|                             | Song sponsors song admin                           | Everyone                         |
|                             | Keyboard provision                                 | Wendy, JB                        |
|                             | Rehearsal recording                                | Juliana                          |
|                             | Updating external/public website                   | Wendy & Peter                    |
|                             | All Day rehearsal chair                            | Matt                             |
| <b>GIGS</b>                 |                                                    |                                  |
|                             | Gig arrangement – negotiating times / venue        | Gig initiator                    |
|                             | Gig set list with start notes                      | Juliana                          |
|                             | Gig invitation flyer, postcards & programme        | Juliana                          |
|                             | Printing publicity                                 | Juliana                          |
|                             | Mailchimp flyer & mailing list                     | Juliana & Wendy                  |
|                             | Recording gigs to MP3                              | Juliana                          |
|                             | Gig costume & style monitor                        | Mercedes                         |
|                             | Door stats                                         | JB                               |
|                             | Unity Hall bookings liaison                        | Robin                            |
|                             | Supplies manager for Unity Hall gigs               | Louli                            |
|                             | Keeper of Wrabler Box                              | JB                               |
| <b>MISCELLANEOUS</b>        |                                                    |                                  |
|                             | Treasurer                                          | Mercedes                         |
|                             | Treasurer Chaperone                                | Robin                            |
|                             | Birthday honours: card / cake / bubbly             | JB to alert, then <b>ALL</b>     |
|                             | Props                                              | ask Juliana, then Ebay           |
|                             | Sharing details on upcoming workshops              | <b>ALL</b>                       |
|                             | Setting up Doodles                                 | All who are able                 |