



# The Wessex Magical Association

## Bournemouth.

JOAN

ONE DAY CONVENTION

SUNDAY 2nd. APRIL 1989

TO ALL STEWARDS AND COUNCIL MEMBERS :-

MAKE SURE THAT YOU KNOW WHERE THE FIRE EXTINGUISHERS AND EMERGENCY  
EXITS ARE AS SOON AS YOU ARRIVE IN THE MORNING

BILL assisted by Terry and Phil

Main Hall

Table near entrance for Registrations  
Tables for Dealers as required by John - also chairs for Dealers  
Several small groups of chairs in main body of Hall for those that  
wish to watch the world go by.  
Set up notices as required, ie Sharp Room, Registrations, Small  
Hall, Refreshments etc. (Perhaps need to take paper/card, marker  
pens, Blue-Tak, sellotape etc.)

ASH TRAYS

Small Hall

Tables and chairs for diners.

ASH TRAYS

Sharp Room

Two tables for Speaker - set out chairs for audience.  
Check with Paul as to his requirements.  
Obtain key for Sharp Room and lock door after each Session.

Gala Show

When setting Hall for Show chairs MUST be linked and provision  
made for central and side gangways.  
MAXIMUM seating - 200

JOHN

Dealers to report to John for table allocation and to obtain a  
cup of coffee if required. Dealers expected:-

Magic Books by Post

Magic Box

Playtime Balloons }

Bob Rose }

Stephen Tucker }

Tony Griffith }

Pat Page }

Ron Gilbert }

Clive Leewarden }

these to be adjacent

ASH TRAYS

Assist Backstage as required - sandwiches and coffee at end of Show

ROGER

Competition Officer  
Reporter for the Day's events

DERYK

Assist Roger as required



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STEPHEN

assisted by John and Alex

### Stage Manager

Check Lighting (dimmer board from Warden) and PA.

Check position of fire extinguishers

Clear Dressing Rooms as possible

Make as much room Back Stage as conditions will allow -

we will enquire if temporary storage can be arranged for the evening to enable some of the Drama Group props to be removed.

In charge of Stage at all times.

JOAN

Registrations and Hostess

ALAN

### Host

Open Day's events - welcome Conventioneers

Introduce performers in Sharp Room and Star Lecturer - Pat Page

Announcements as required

Close events at suitable point in Evening Show.

See whether lecturers require PA and arrange as required.