

## **PA and Equipment Co-ordinator**

The PA and Equipment Co-ordinator will

1. Attend Merry Muse Sub-Committee (MMSC) meetings whenever possible.
2. Ensure up-to-date communication with venue managers (MM, Bush Dances, Club Nights etc).
3. Ensure we have up to date inventories of all MFS equipment and know where equipment is kept.
4. Arrange storage for MFS equipment (lighting, curtaining, staging, PA) when required.
5. Liaise with the White Eagle Club regarding storage requirements for MFS equipment.
6. Arrange up keep – and advise financial arrangements for up keep – of all equipment.
7. Liaise with sub-committees to ensure that all MFS events have adequate equipment.
8. Prepare a long term plan for refurbishment of PA equipment, particularly that used for concerts and large events.
9. Enter into contracts for long term/short term contractors for PA when required bringing all such contracts to the main committee for signature by the President or Vice President.
10. Liaise with the Treasurer for establishment of a “sinking fund” for PA.
11. Negotiate with the National Folk Festival and other festivals/folk organizations regarding hire of equipment.
12. Keep the main MFS committee informed of any important issues with regard to PA and equipment.