



# NOTES FOR VISITING ORGANISTS

PLEASE ENSURE THAT THE BLOWER IS TURNED OFF BEFORE LEAVING

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## GENERAL POINTS:

- No food and drink in the organ loft and please leave the Organ Loft tidy at all times;
  - Please remove copies from the music desk when using an eraser;
  - Only the Organist named to the Liturgy Department is permitted to play;
  - The Chapel and Organ Loft are no-smoking areas;
  - Only the visiting Organist, designated page-turner and the Conductor should have access to the Organ Loft, unless permission is given by a Virger or Minor Canon otherwise. Children are not allowed up in the Loft unless supervised at all times. Please note that for Health and safety reasons, no more than 10 are allowed up in the Loft at any one time;
  - Photography and the use of recording or any other electronic equipment are not allowed in St George's Chapel;
  - No organ music is to be borrowed or used from the organ loft, with the exception of the hymn book.
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### A. SWITCHING ON

- Lights & Console power: The 'kill switch' as you enter through the organ loft door activates the organ loft lights, console, CCTV system as well as any plugs. **Please do not touch any other switches.**
- Organ Blower: The switch for the blower is on the nave side of the screen on a panel to the right-hand side of the console; a red light will show that the blower is on.

### B. CCTV SYSTEM

**Please do not touch the buttons on the monitor.** There are two cameras; one for the Quire and one for the Nave. These can be controlled from the control panel above the right stop jamb (this unit activates if you touch its screen). The camera can be chosen on the left column (labelled as Quire or Nave), and it can be adjusted using the controls on the right. Please note that these controls are

On your arrival, the Virger or Duty Sacristan will explain how to use the system. Please do not touch any audio settings on the control panel as the CCTV system and sound system are linked.

### C. PISTONS

Visiting organists may only alter Divisional 8 and General memories 245-256 (inclusive). **No other piston channels can be altered.** If you are rehearsing before the day, we would recommend that you make a note of any piston settings as other visiting organists may also need to use these channels. The stepper pistons (+ and -) move through the general pistons and successive channels. This device can be turned on and off as required on the piston memory plate.

### D. FAULTS

If there is a major problem with the organ please speak with the Virger or, in his absence, the Duty Sacristan. They will then contact our organ tuner who can decide on further action. **Please note that matters regarding tuning should not constitute a problem.**

### E. USE OF THE ORGAN DURING TOURIST OPENING HOURS

Please note that when the Chapel is open to the public, organ practice must be kept to the Swell 8' flute; the organ should not be played loudly without the permission of the Virger or, in his absence, the Duty Sacristan. In general, the organ may be played loudly between 0900 and 1000 and from 16.05 with the permission of the Virger's department. Organ practice in the evening is not possible.

*[Continued overleaf...]*

## F. ORGAN REGISTRATIONS

In the organ loft, the player does not hear the organ to its best advantage. In the building, the instrument gels together whilst retaining its clarity. In particular, the *Screen Choir* is present in the Quire and not in the Nave; the *Positive* can be used in dialogue with the *Great*; and the softer stops of the *Swell* and *Solo* are more ethereal to the listener. In general, the organ speaks more directly into the Nave but please be aware that the *tutti* is devastating from anywhere in the building – it is joked that it can even be heard in Slough!

- a. Pedal and manual balances: Please refer to Divisional 1 for an idea of suitable Pedal combinations and be aware that the Pedal Dulciana rank is much louder in the Quire and Nave and the 16' should only be used with (at least) the Great 8' Diapason II. Likewise, the Pedal Diapason should only be used with the Great 8' Diapason I and louder. The Pedal Fagottos are also more present downstairs than in the loft.
- b. Accompanying Services in the Quire:
  - i. Hymns:  
When the Quire is full, the large Great chorus can be used (to 2' in first and last verse), coupled to the Screen Choir (the diapason chorus of this division is particularly useful in this context: please note that the 2' and mixture has much more impact than would appear to be the case at the console) with the full swell.
  - ii. Choir Accompaniments:  
The quieter stops of all screen divisions can be used effectively but in louder passages, the Great chorus to 4' needs to be used sparingly.
- c. Services in Nave:  
The organ (particularly the Pedal, Great and Swell) speaks with more clarity in the Nave. It is therefore advisable that less organ is used than in the Quire. Please note that the *Screen Choir* has little impact.

- d. Organ Voluntaries: The organ can be used as expected, noting that the *Screen Choir* is very present in the Quire but not in the Nave. The Great and Pedal reed stops are very loud and should not be overused. **The Solo heavy-pressure reeds should not be coupled into the *tutti*.**

## G. SWITCHING OFF

Please replace the key cover over the manuals, leave the Swell boxes open, and make sure the blower is turned off. Finally, please turn off the 'kill switch' at the bottom of the organ loft stairs. If you have any questions, please ask the Virger or Duty Sacristan.

## H. FIRE/EMERGENCY

There are three red emergency lights in the Chapel – one visible to those in the Nave, one visible to those in the Quire and one specifically for the organist.

- A) If the Chapel fire detection system senses a fire during visitor hours the red lights will flash for a while before the fire alarm is sounded. Please leave the Chapel and ensure you let a member of the Chapel staff know that you have left.
- B) If the Chapel fire detection system senses a fire during a service the red lights will flash but the fire alarm will not sound. Do not evacuate until you hear either a member of the Clergy or Chapel staff give out instructions for an evacuation. Please note that the on-site fire station staff will decide whether an evacuation is necessary (e.g. a definite false alarm will mean no evacuation).

## I. FIRST AID

There are first aid boxes in the Chapel. Chapel staff will be able to summon assistance if there is medical need to do so.