**LGBT 50 – Duckie Summer Tea Party**

**Individual Roles & Responsibilities\_version 2**

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| **Name** | **Organisation** | **Event Role** | **Event Responsibilities** |
| Chris Clay | Hull 2107 | Event Manager | * Overall management of event resources and personnel. * **Authorised to call a show stop** * Strategic decisions regarding delays or cancellation (in conjunction with the Event Producer) * Lead responsibility for Health & Safety. * Strategic liaison with Emergency Services, medical and security teams. * Write the Event Management Plan * Lead contact with production contractors |
| Cian Smyth | Hull 2017 | Event Producer | * Relationship & contract management with Duckie & Yorkshire Dance * Strategic decisions regarding delays or cancellation (in conjunction with the Event Manager) * Lead responsibility for creative content |
| Melissa McVeigh | Hull 2017 | Deputy Event Manager | * Lead contact with site and ancillary contractors * Deputise for the Event Manager if required |
| Haitham Ridha | Hull 2017 | Assistant Event Producer | * Volunteer lead * Deputise for the Event Producer as required * Liaison with Duckie |
| Rebecca Clark | Hull 2017 | Event Logger | * Maintain event log recording all notable occurrences, decisions and outcomes. * Minute ELT meetings |
| Alix Johnson | Hull 2017 | Communications lead | * Lead contact for all press and media * Implement crisis comms plan if necessary |
| Jenny Hutt | Hull 2017 | Production Liaison | * Liaison with Duckie |
| Claire Drury | Hull 2017 | Production Liaison | * Liaison with Yorkshire Dance |
| Elizabeth Bergeron | Hull 2017 | Production Liaison | * Liaison with Yorkshire Dance |
| Hannah Williams – Walton | Hull 2017 | Production Liaison | * Liaison with Duckie (After Party) |
| Chris Bilton | North East Medical | Medical Manager | * Management & coordination of medical resources * Advise the Event Manager on medical issues and contingency plans |
| Mark Norbury | Showsec | Security Manager | * Management & coordination of security personnel * Advise the Event Manager on security issues and contingency plans |
| Sarah Moor | Hull 2017 | Marketing Lead | * Responsible for all marketing and branding materials * Responsible for site and event dressing |
| Dicky Eton | Duckie | Producer | * Lead responsibility for all elements of the event produced by Duckie |
| Kirsty Redhead | Yorkshire Dance | Producer | * Producer for ‘Into the Light’ |