**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
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| 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
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| Melissa McVeigh | Hull 2017 | Deputy Event Manager | * Lead contact with site and ancillary contractors
* Deputise for the Event Manager if required
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| Haitham Ridha | Hull 2017 | Assistant Event Producer | * Volunteer lead
* Deputise for the Event Producer as required
* Liaison with Duckie
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| Rebecca Clark | Hull 2017 | Event Logger | * Maintain event log recording all notable occurrences, decisions and outcomes.
* Minute ELT meetings
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| Alix Johnson | Hull 2017 | Communications lead | * Lead contact for all press and media
* Implement crisis comms plan if necessary
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| Jenny Hutt | Hull 2017 | Production Liaison | * Liaison with Duckie
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| Claire Drury | Hull 2017 | Production Liaison | * Liaison with Yorkshire Dance
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| Elizabeth Bergeron | Hull 2017 | Production Liaison | * Liaison with Yorkshire Dance
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| Hannah Williams – Walton | Hull 2017 | Production Liaison | * Liaison with Duckie (After Party)
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| Chris Bilton | North East Medical | Medical Manager | * Management & coordination of medical resources
* Advise the Event Manager on medical issues and contingency plans
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| Mark Norbury | Showsec | Security Manager | * Management & coordination of security personnel
* Advise the Event Manager on security issues and contingency plans
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| Sarah Moor | Hull 2017 | Marketing Lead | * Responsible for all marketing and branding materials
* Responsible for site and event dressing
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| Dicky Eton | Duckie | Producer | * Lead responsibility for all elements of the event produced by Duckie
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| Kirsty Redhead | Yorkshire Dance | Producer | * Producer for ‘Into the Light’
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