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| **Date** | **02/07/17** | **Completed by** | **Andrew Carruthers** |

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| **Event type** |  | *Concert* |
| **Show name** |  | **PRSF Biennial-Jocelyn Pook** |
| **Venue / location** |  | **Albermarle** |
| **Event Start** |  | **15.00** |
| **Event End** |  | **16.03** |
| **Audience #’s** |  | *142* |
| **Associated Events** |  | **BBC Radio 3 interview mid way through performance** |

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| **Personnel** | | |
| **Production Company** | *-* | |
| **Event Manager** | **-** | |
| **Stage Manager** | *Olivia Haw* | |
| **FOH Manager** | Andrew Carruthers | |
| **Hull 2017 Staff** | | **Role** |
| Carys Tavener | | Jr Production Manager |
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| **No. of volunteers** | | 7 |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **2** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | N | **Audio Described** | N |
| **Numbers of attendees with access requirements** | **None** | | |
| **General Access Comments** | | | |
| **Flat floor access, accessible toilets on site** | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe*   *Most of audience arrived within ten minutes of start time but we were determined to start bang on. Big swap of audience at interview but had talked it through with Sarah from BBC beforehand. Some awesome high notes from soprano Lore Lixenberg.*   * **BOH** * *EG. Backstage, technical issues, etc*   *Show start bang on time as we knew piece was going to be longer than 15. Olivia very stressed after two run throughs in rehearsal; all that anxiety!* |

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| **First Aid / Security Issues:** |
| None  **If an incident has occurred, or first aid administered have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Safeguarding:** |
| None  **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Action Points:** |
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