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

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| **Event type** |  | *Concert* |
| **Show name** |  | **PRSF Biennial-Philip Venables** |
| **Venue / location** |  | **Tower/Funktion** |
| **Event Start** |  | **17.30** |
| **Event End** |  | **18.17** |
| **Audience #’s** |  | *92* |
| **Associated Events** |  | **BBC Radio 3 interview mid way through performance** |

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| **Personnel** | | |
| **Production Company** | *-* | |
| **Event Manager** | **-** | |
| **Stage Manager** | *Emily Dawson* | |
| **FOH Manager** | Andrew Carruthers | |
| **Hull 2017 Staff** | | **Role** |
| Carys Tavener | | Jr Production Manager |
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| **No. of volunteers** | | 8 |
| **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 via back door, accessible toilets at Britannia Hotel on station** | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe*   *The audience seemed really engaged and appreciative of what could have been a challenging piece for some. As usual some left at the interview stage and were replaced by five or six latecomers. Very loud applause and loads of people talking with David and Philip post show.*   * **BOH** * *EG. Backstage, technical issues, etc*   *No issues* |

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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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