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| **Date** |  **01/07/17** | **Completed by** | **Andrew Carruthers** |

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| **Event type** |  | *Concert* |
| **Show name** |  | **PRSF Biennial-Hannah Peel** |
| **Venue / location** |  | **Albermarle** |
| **Event Start** |  | **16.30** |
| **Event End** |  | **17.24** |
| **Audience #’s** |  | *159* |
| **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** | 5 |
| **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*

*Great piece of music and performance by Hannah Peel and Tubular Brass really appreciated by audience. Quite a few left at interview stage to be replaced by almost 30 others. Could have been a bit distracting for interview but they worked through it professionally.** **BOH**
* *EG. technical issues, power cuts etc*

*All hands on deck for turn around from Laurence Crane this morning. Thankful for extra volunteer help.**Show start bang on time!* |

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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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