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| **Date** | **30/06/17** | **Completed by** | **Andrew Carruthers** |

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| **Event type** | *Concert* |
| **Show name** | **PRSF Biennial-Anna Meredith** |
| **Venue / location** | **Albermarle** |
| **Event Start** | **17.35** |
| **Event End** | **18.20** |
| **Audience #’s** | *145* |
| **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 |
| Gareth Hughes | | Production Manager |
| Martin Atkinson | | Producer |
| **No. of volunteers** | | 6 |
| **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*   Enthusiastic audience, all but two small family groups with young children and a lone gentleman left at the interview stage.  All walk up able to go in.  Show up slightly late due to guest drinks taking a little longer than planned to get here from Truck next door   * **BOH** * *EG. technical issues, power cuts etc*   *None reported to FoH* |

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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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