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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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