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| **Date** | **23/02/17** | **Completed by** | **Carys Tavener** |

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| **Event type** | *Cabaret* |
| **Show name** | **The Secret Gig** |
| **Venue / location** | **The William Gemmell Social Club** |
| **Event Start** | **8.30pm** |
| **Event End** | **11.00pm** |
| **Audience #’s** |  |
| **Associated Events** | **N/A** |

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| **Personnel** | | |
| **Production Company** | *n/a* | |
| **Event Manager** | **Cheryl Ribbitt** | |
| **Stage Manager** | *n/a* | |
| **FOH Manager** | Lis Poulsom | |
| **Hull 2017 Staff** | | **Role** |
| Carys Tavener | | Technical Coordinator |
| Louise Yates | | Artistic Director |
| Thomas Freeth | | Project Coordinator |
| **No. of volunteers** | | 6 |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **2** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes / No** *(please circle)* |

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| **Access** | | | |
| **Relaxed Performance** | N | **Audio Described** | N |
| **Numbers of attendees with access requirements** |  | | |
| **General Access Comments** | | | |
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| **General comments:** |
| * **BOH** * *Artist was late to arrive due to traffic issues in storm Dorris and didn’t have time for a technical rehearsal* * *Production was opped by BS and CT stage left with assistance from TF stage right (minimal requirements: music played during breaks, microphones handed to artists, minimal lighting state during performance)* * *Load-in of artist equipment was swift and efficient but occurred at the same time as doors opening and audience gaining access due to the late scheduling and public irritation* * *Additional PA all set up on stage with no issues* * *Additional lighting stand with 4 parcan fixtures attempted to be set up at the back of the auditorium were not used in production. This is partly due to public in very close proximity during set-up but also because CT considered them unsafe: the stand was held loosely by a screwdriver that is toured with equipment, the parcans had no safety chain, the method of securing the bars together was flimsy and unreliable, brightly shining into audiences faces with apparent discomfort and there was no way to mark them off from the busy public route to the bar* |

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| **First Aid / Security Issues:** |
| None  Security assisted with public approach to artists  **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:** |
| None |