Live Music and Event Management

BMTY7005

Portfolio 2

Rabia Soomro

Lecturer: Robert Guterman

FUTURE VINYL

LIVE MUSIC EVENT

Unsigned Artists and DJ Night

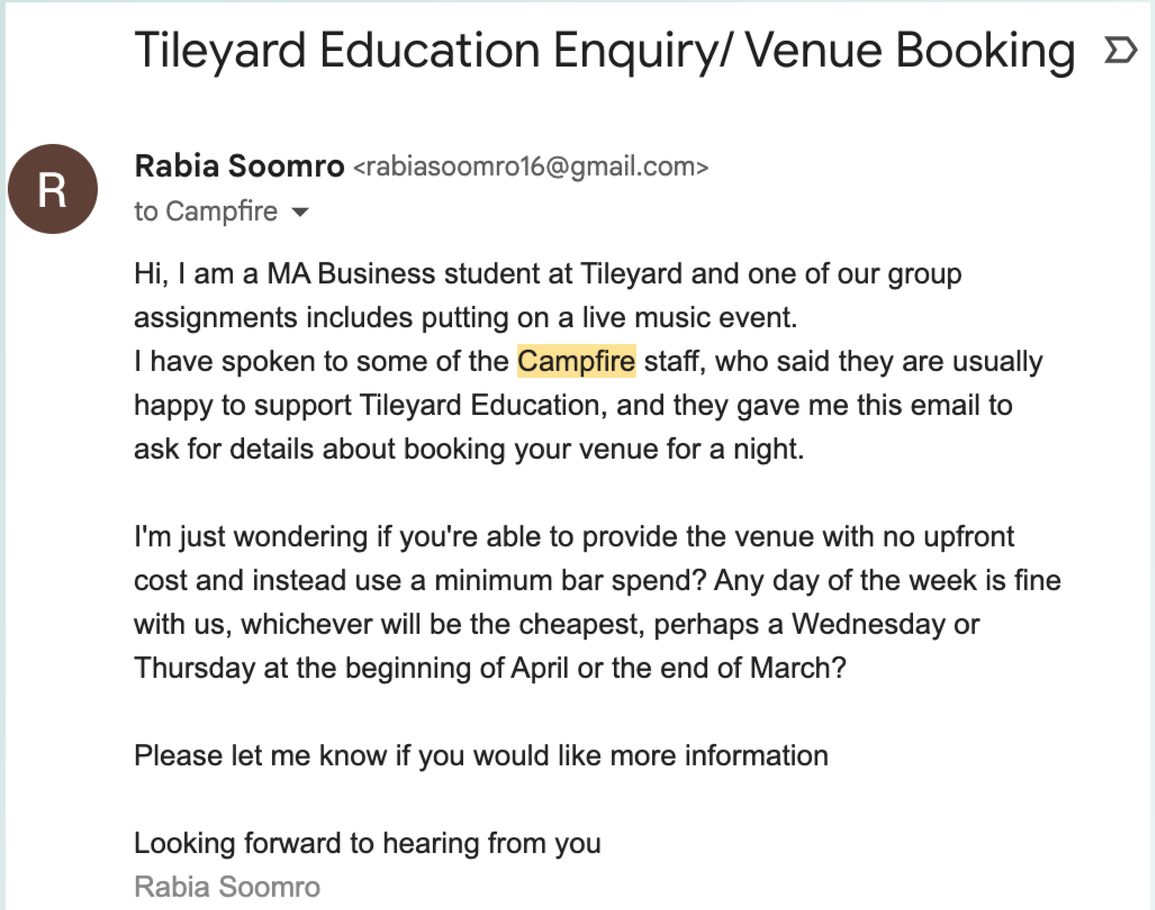
This portfolio will detail the event we hosted in the Vinyl Cafe Tileyard on 03/04/23

Initial Process

We were tasked with organising a live music event and were given the location of The Vinyl Cafe in Tileyard. Unfortunately, the date we were given did not suit us and we had some misgivings about the venue size. We began thinking about different venues that may be more suitable.

A member of the group liked the idea of the night revolving around the Tileyard Songwriting camps that take place every term. I personally felt that this would not gain much attention from the Tileyard community and would alienate anyone who was not in the camps. Additionally, I had also attended the camps myself, and after talking to the Songwriting students, it did not seem like a popular idea. The general attitude of reluctance was due to the fact that many of the students had collaborative issues and were not keen on working with the same people that they had clashed with on the camps.

I had the idea to host the event in the Two Tribes: Campfire bar and took the necessary steps to start this process. I discussed this with the staff at the bar and they told me there would be a £1000 minimum bar spend if we wished to hire the event on a weekday with no upfront cost. I sent a follow-up email to them asking for more details.



Tileyard Education Enquiry/ Venue Booking

R

Rabia Soomro <rabiasoomro16@gmail.com>
to Campfire

Hi, I am a MA Business student at Tileyard and one of our group assignments includes putting on a live music event.
I have spoken to some of the Campfire staff, who said they are usually happy to support Tileyard Education, and they gave me this email to ask for details about booking your venue for a night.

I'm just wondering if you're able to provide the venue with no upfront cost and instead use a minimum bar spend? Any day of the week is fine with us, whichever will be the cheapest, perhaps a Wednesday or Thursday at the beginning of April or the end of March?

Please let me know if you would like more information

Looking forward to hearing from you
Rabia Soomro

Working in a large group proved difficult initially. There were far too many contradicting ideas and no one was taking a leadership role. Nothing was being decided and the many arguments made for a hostile working environment

Time seemed to get away from us with this project as not everyone always showed up, so it was difficult to delegate tasks when getting in contact with some group members proved impossible and took up to 2 weeks to get a response.

We decided that instead of waiting for people that would potentially never turn up, we would host our first official meeting and anyone that could not come would not be given tasks.

Following this, we scheduled in weekly meetings on Wednesdays to discuss our ideas and check in on progress.

Meeting Minutes

The majority of our meetings over the course of 2 months were recorded, they followed the same general format

We began each meeting by updating each other on tasks that we were previously working on.

Agenda - Next Meeting: Weds 22nd Feb

Chair: Izzy
Minute taker: Anna

Present: Izzy, Marcel, Wyn, Felix, Rabia, Anna, Tae, Shannen
Apologies: Marina

1. **Matters Arising:**

Marina: Uploaded content to drive? - Yes, now in folder named posters.

Izzy - update on conversation with Steve re gallery:

- We'll see if we can do campfire and if not we'll just do vinyl
- No response from Steve to email enquiring about The Gallery

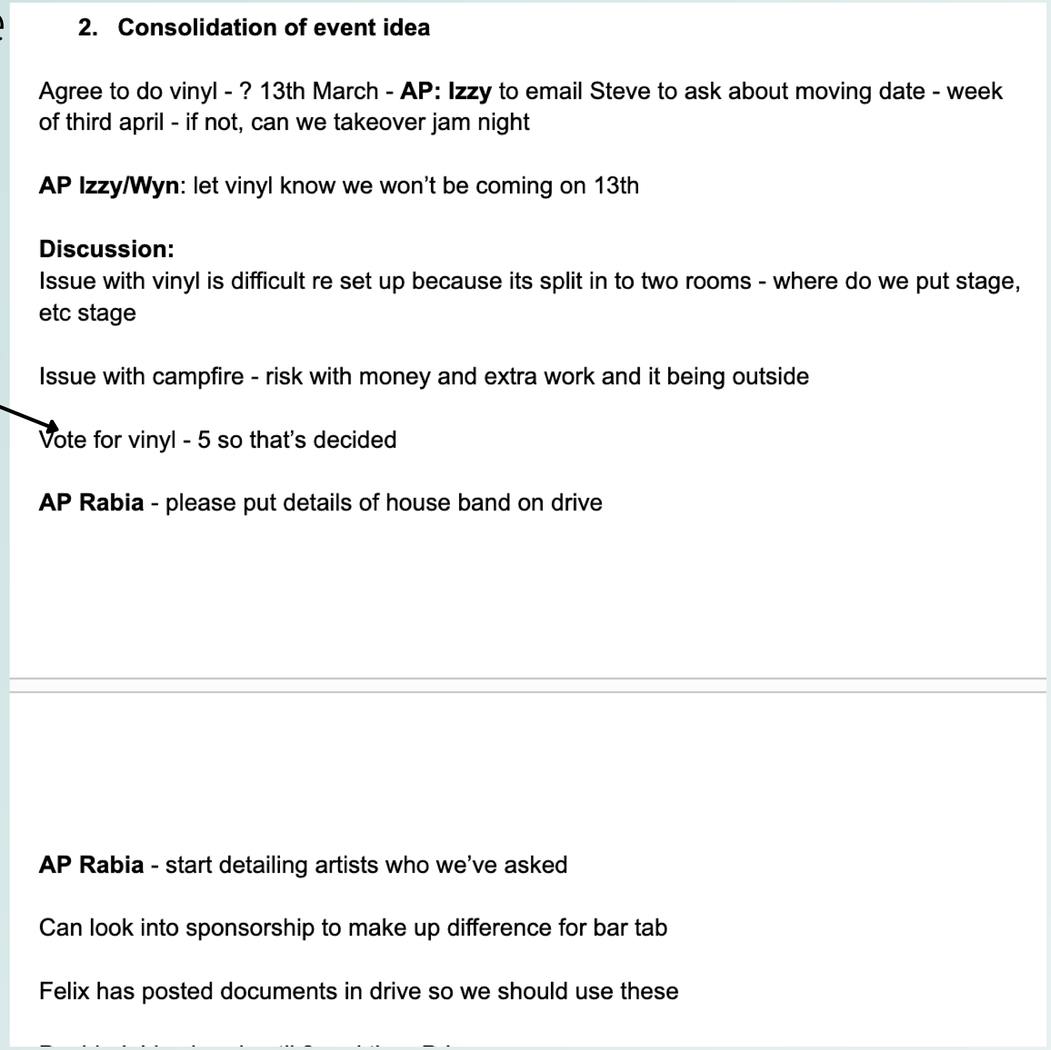
Anna - update re conversation with Jamie
- He isn't free to host but can send us songs if we would like to go with the showcasing of songwriting camp theme

Rabia - update on Campfire
- No update but hopefully will have by end of week
- Asking about availability for a Weds/Thurs at end of March/beg April

Everyone - have you put name next to task? - decide in this meeting if not. (Take time to do now)
- Done in meeting, pls check roles sheet

We made most of our decisions by way of democracy, each time there was an issue or conflicting idea we would vote on it and this made everything easier.

In this meeting, we voted on the location and weighed the pros and cons of each venue. Vinyl would be free for us, Campfire would incur a charge and this put us at a higher risk, however, the space was better suited for live music and saw more late night customers.



2. Consolidation of event idea

Agree to do vinyl - ? 13th March - **AP: Izzy** to email Steve to ask about moving date - week of third april - if not, can we takeover jam night

AP Izzy/Wyn: let vinyl know we won't be coming on 13th

Discussion:
Issue with vinyl is difficult re set up because its split in to two rooms - where do we put stage, etc stage

Issue with campfire - risk with money and extra work and it being outside

Vote for vinyl - 5 so that's decided

AP Rabia - please put details of house band on drive

AP Rabia - start detailing artists who we've asked

Can look into sponsorship to make up difference for bar tab

Felix has posted documents in drive so we should use these

It was disappointing that the group were reluctant to put in the extra work that hosting at Campfire would require- many members felt that there was no need to overexert ourselves when an easier option was available. I personally felt that I would rather put on an event that I was proud of, than one that we put on simply for the sake of it. However, I was outvoted and we moved ahead with hosting the event in The Vinyl Cafe

Group Roles

Our initial plan for the task allocations was as follows. Many things changed between the creation of this table and the final event, this page will expand on the jobs that I took on that are not detailed in the table.

Role	Main tasks	Team members
Budgeting	- Creating cost breakdowns of any items - Working with any sponsors garnered for the event	Marcel Rabia Wyn
Marketing	- Social media marketing and engagement - Curating assets to be used across multiple platforms	Izzy George Marina - design
Curation/Liason	Finding artists for the event	Anna - liaison with Jamie Rabia Wyn Tae Shannen
Event management	- Organisation of event space The running of the event on the day - Making sure that all roles and task are on schedule - Floor plan	Izzy Marcel Felix - Tech planning Rabia Tae Shannen (running order, scheduling) Anna (floor plan) Marina

Due to the fact that the event was funded by Tileyard Education, we had no need for sponsors or budgeting.

I became the main **Artist Liason** as I had the most contact with the other Tileyard students. This put me in the position to organise the equipment and tech. I was in charge of the **running order** and **scheduling** of the entire night.

I was one of two group members that stayed for the entire duration of the event so I set up the venue and packed everything away. This proved a difficult task as the venue required the two of us to set the space back exactly as it had been before.

We all had a hand in deciding on the posters that Marina designed, and I printed many and postered them around the Tileyard Community. I **promoted** the event in person to everyone that I saw by pitching the event and showing the QR code.

Due to my understanding of what **technology** was required for the aritsts, I brought all of the equipment that we were borrowing into the venue and arranged it aesthetically and practically.

On 16/03/23- 3 weeks before the event, our roles had been consolidated as we had all begun work in these areas.

Defining roles:

- Izzy – event coordinator
- Antoine – supervision marketing and accounting
- Shannen – promotion and copy
- Marina – marketing
- Wyn – ticketing
- Rabia – artist liaison
- Anna – admin and scheduling supervisor

Artist Liason

My primary role as artist liaison involved creating a lineup that would attract the most audience interest. Initially, I explored the idea of having a house band and doing a Tiny Desk-style setup where artists would perform a few songs with a live band. This proved difficult as we would not be paying the artists as it was a free event, and to ask musicians to play for hours for free seemed unfair. Therefore I decided to separate the night between 3 acoustic acts, 2 acts with backing tracks and then 2 DJs after 9 pm.

It proved very difficult to pin down the artists and get them to confirm, firstly whether they could do the set, and secondly what equipment they would require. I was not in charge of curating the DJs so I had no control over contacting them. Unfortunately, the team member who was tasked with this became very ill before the event and was difficult to get hold of, this proved stressful as there was a large chunk of our night unaccounted for.

I spent a large amount of time trying to organise the artists and chasing up other members of my team who were in charge of recruiting specific artists that we decided to pursue due to their larger social media followings.

Due to the fact that many student would already be going back home to see family for the Easter break, there was often confusion about whether they would be available to play the shows,



Tia De Gannes-McGregor
to me

Sat 18 March 2023 at 1.11am

Hey babe,

I've had a little think and it's gonna be a squeeze for me with deadlines due next Friday then going back to the midlands from 25th-29th. Literally will have 0 time to rehearse. Let me know how long you want the set to be anyway. I could maybe do backing track possibly but it is gonna be tight x

Reply



Tia De Gannes-McGregor
to me

Wed 22 March 2023 at 1.46am

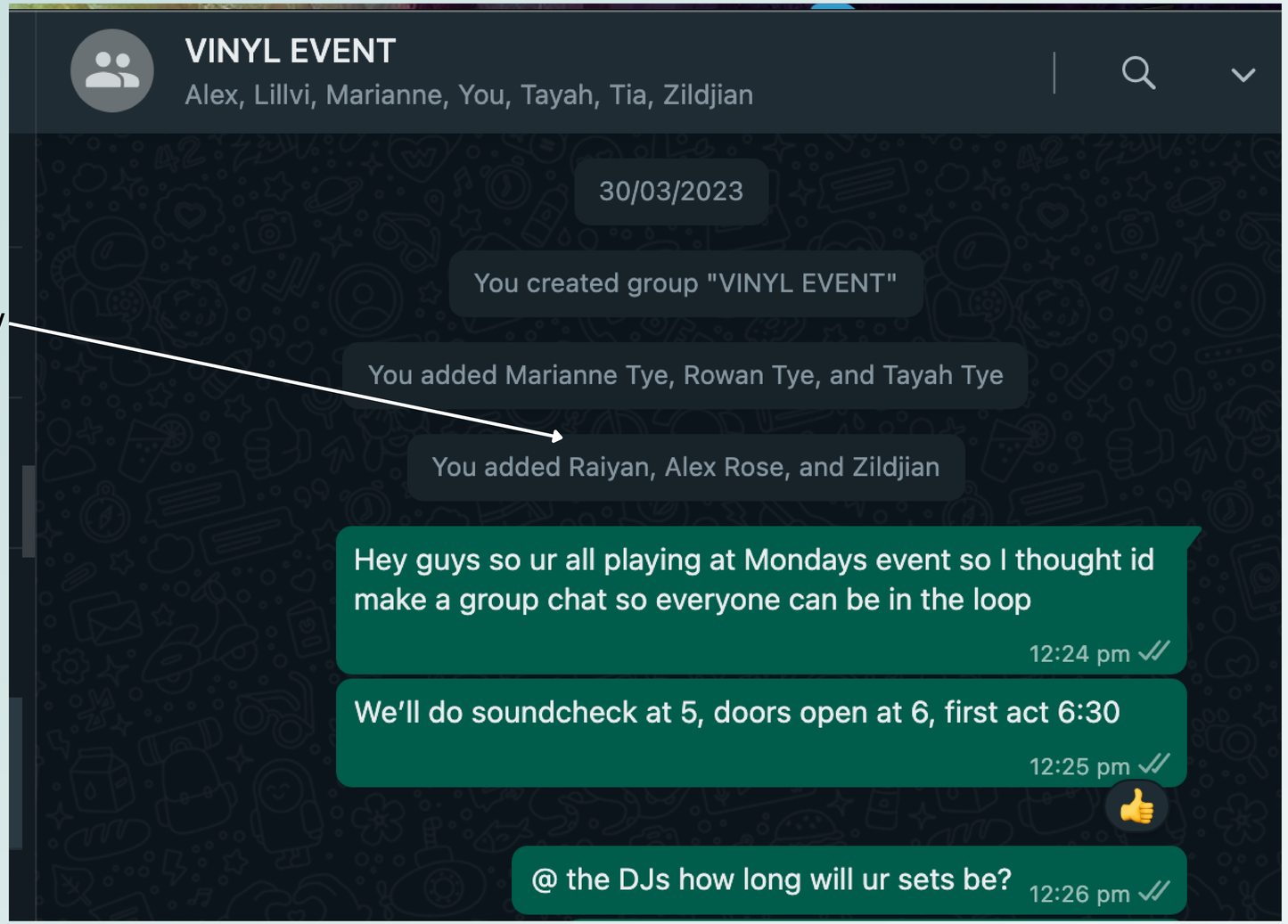
Hey babe,

Sooooo I'm not going home anymore so can do the gig now if you still need. Sorry to mess you around. let me know xxx

Reply

Once I had the contacts for the DJs, I created a group chat for all of the artists so it would be easier to communicate.

This DJ pulled out last minute, but the other DJs were happy to extend their sets to counter this



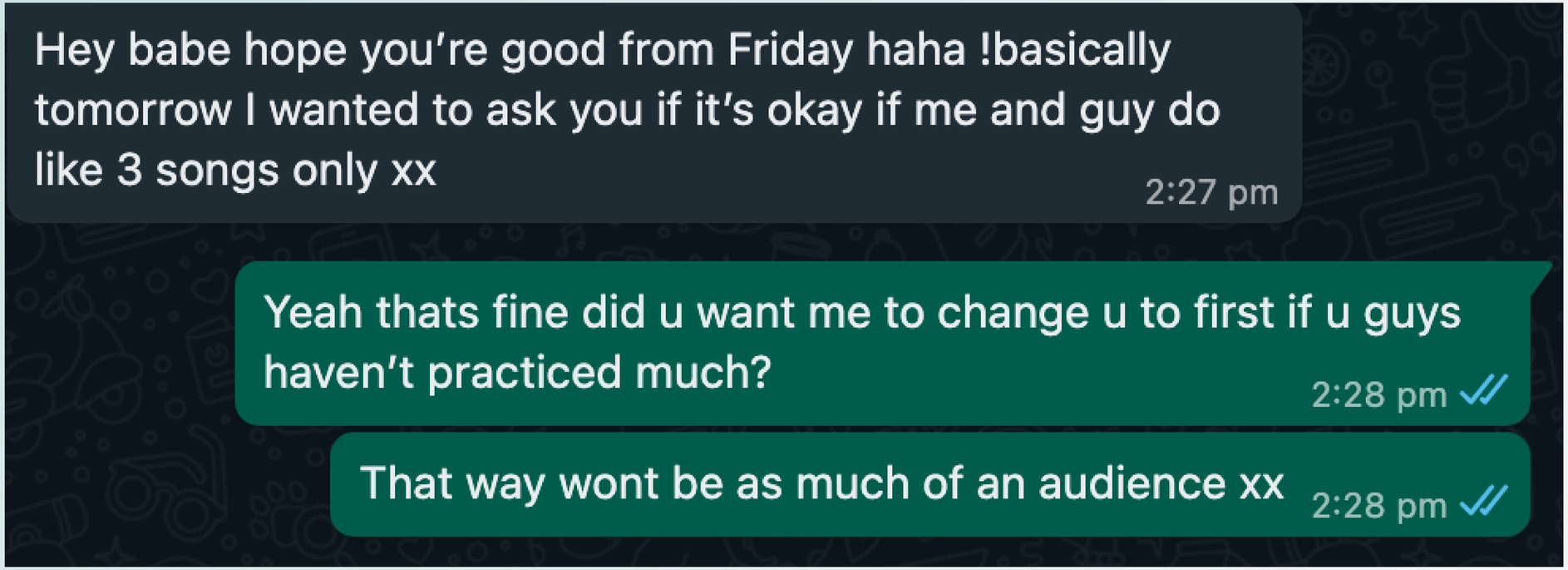
Some artists took a long time to confirm if they wanted a backing track or an acoustic set so it was hard to know what equipment they would need so I wrote in a standard setup and checked with Tileyard if they would be able to provide everything.

ARTIST	FEE	STATUS	DEALING	GENRE	TECH REQUIREMENTS	NOTES
Marianne	£0.00	CONFIRMED		Acoustic Alt Pop	Gtr amp, jack lead, sm48, mic stand, xlr	
Lilvi	£0.00	CONFIRMED		Acoustic Alt Pop	Gtr amp, jack lead, sm48 x2, mic stand x2, xlr x2	
Rowan	£0.00	CONFIRMED		Rap	SM48, mic stand, XLR	
Tia	£0.00	CONFIRMED		Soul	SM48, mic stand, XLR	
Tayah	£0.00	CONFIRMED		Alt R&B	SM48, mic stand, XLR	
Ola	£0.00	APROACHED		Alt Pop	SM48, mic stand, XLR	
Bushy	£0.00	APROACHED		Rap	SM48, mic stand, XLR	
DJ 1	£0.00	APROACHED				
DJ 2	£0.00	APROACHED				
DJ 3	£0.00	APROACHED				
	£0.00					

However, I had nothing official in writing so I was nervous that on the day some equipment may be unavailable. I had backup plans in place in case we needed microphones and stands but had no way of getting a guitar amp if Tileyard could not provide one.
So on the Friday before our Monday event, I went into Tileyard and put sticky notes on all the equipment I wished to borrow.

The Lineup

Two artists cancelled last minute so I had to rework the running order and work out how I would fill in time. Some artists expressed that their sets would be shorter than they had initially planned as they had not had time to practice. These kinds of issues were understandable as the artists were not being paid for the event so their level of investment would be lower.



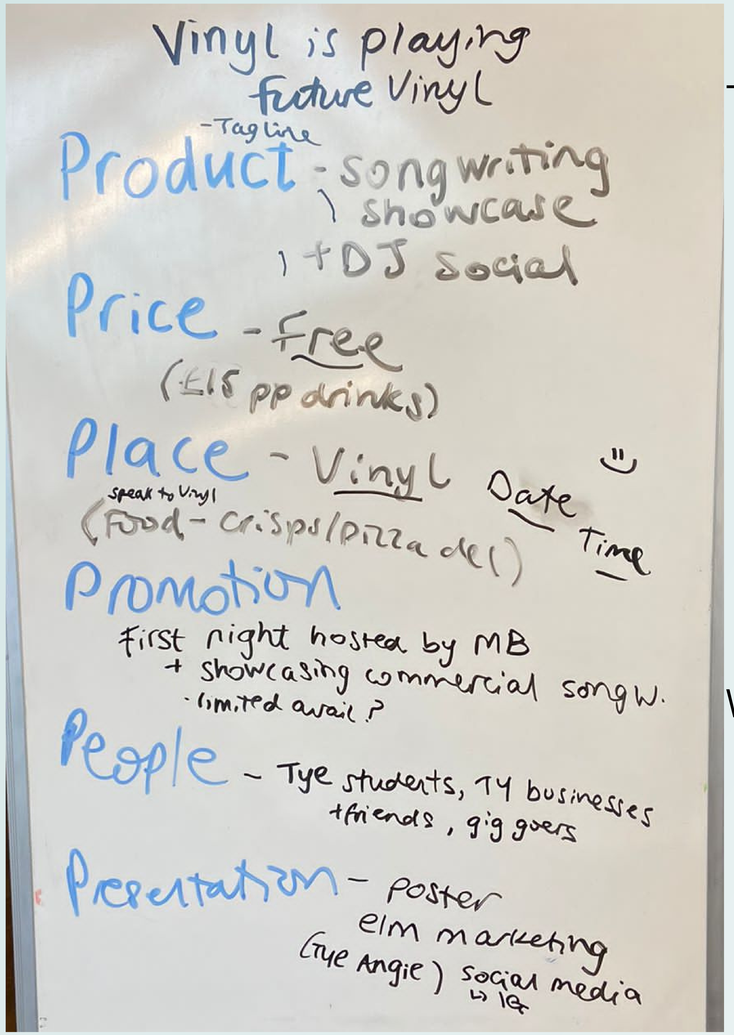
This was the final Running Order

Acts			
Venue Time Sheet	**Event**	**Position**	**Backline**
18:30 - 19:00	Lilvi	Acoustic	Gtr amp, jack lead, sm48, mic stand, xlr
19:00 - 19:30	Marianne	Solo/ acoustic	Gtr amp, jack lead, sm48 x2, mic stand x2, xlr x2
19:30 - 20:00	Tia	Acoustic	SM48, mic stand, XLR
20:00-20:30	Tayah	Track	SM48, mic stand, XLR
20:30 - 21:00	Bushy	Track	SM48, mic stand, XLR
21:00 - 22:00	Zildjian	DJ	
22:00 - 23:00	Alex Rose	DJ	

Marketing/ Branding

Deciding our branding for the event was difficult as everyone had such vastly different personal tastes

Tileyard agreed to post our event on their Instagram and we would be using their Eventbrite page which already had hundreds of followers who would be notified of the event.



There were two names that we were deciding between-
Future Vinyl or **The Vinyl is Playing**

It was difficult to get responses from everyone we were liaising with, time was a huge factor that we were up against and the communication of many people was poor.

We were unable to get an estimate of tickets from our Tileyard contact, we needed to know so we could double down on marketing if we needed to or otherwise tell people it was sold out. So I emailed Radu who also works at Tileyard.

Hi Radu, I hope you're well
In regards to Monday's Vinyl event we are putting on, I was just wondering if you have access to the Tileyard Ed Eventbrite account?
We need to know how many tickets we've moved so far as there's such limited capacity, but Angie is ill at the moment so we are not sure when we will get this info.

Let me know if you can help :)
Thanks
Rabia

Hey Rabia,

How are you? Nice talking to you the other day!

The event has sold 35 tickets. I will share it today again in the insider and on my instagram to maximise attendance.

Best

Radu

Posters

These are some poster styles that Marina created initially while we decided on the branding and name for the event.



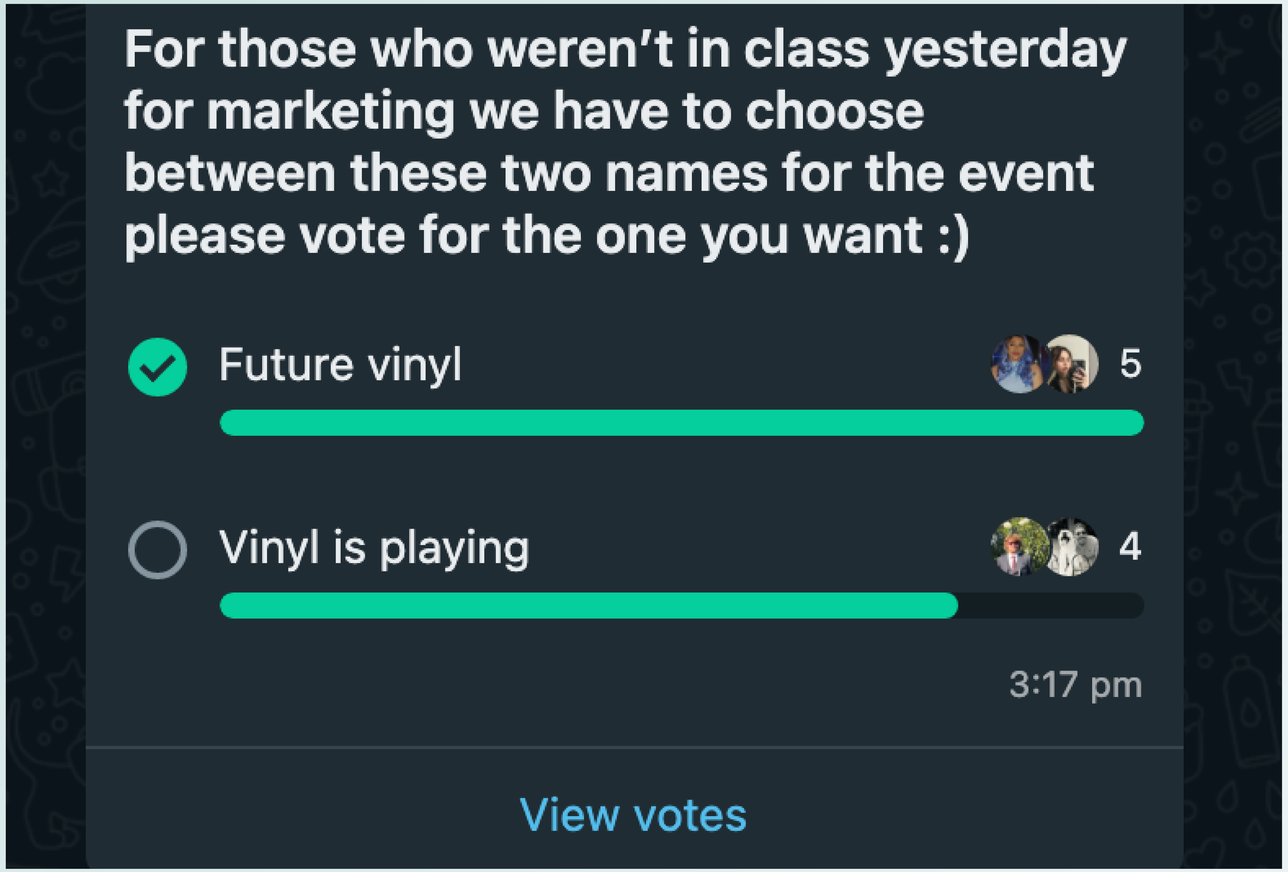



LIVE MUSIC AND DJ SETS
FUTURE VINYL
FREE ENTRANCE
VINYL CAFE, 6A TILEYARD RD, LONDON N7 9AH
3RD OF APRIL 2023


LIVE MUSIC
& DJ SETS
FUTURE VINYL
Vinyl Cafe, 6a Tileyard Rd,
London N7 9AH
03/04/2023
free entrance


LIVE MUSIC AND DJ SET
Future
Vinyl
VINYL CAFE, 6A TILEYARD RD, LONDON N7 9AH
FREE ENTRANCE
3RD OF APRIL 2023

As previously mentioned, we were deciding between two different names for our event so did a poll to find out which one we all preferred.



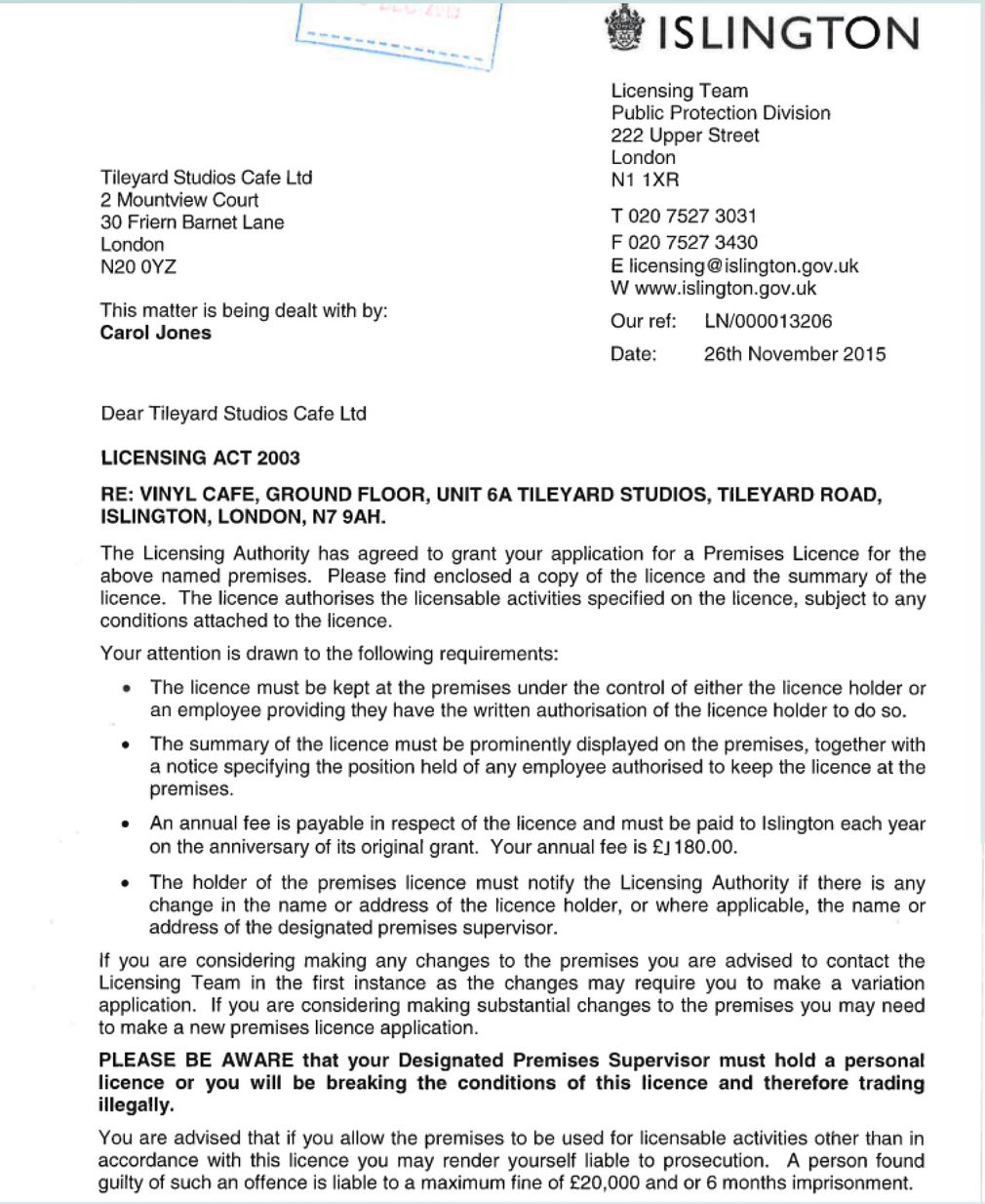
This was the **final design** that we settled on



We discussed having a different online poster to the printable one, however, we decided that sticking with one theme was the best way to create memorable branding.

The printable version had a QR code on that linked to the Eventbrite page

Licensing



ISLINGTON

Licensing Team
Public Protection Division
222 Upper Street
London
N1 1XR

T 020 7527 3031
F 020 7527 3430
E licensing@islington.gov.uk
W www.islington.gov.uk

Our ref: LN/000013206

Date: 26th November 2015

Tileyard Studios Cafe Ltd
2 Mountview Court
30 Friern Barnet Lane
London
N20 0YZ

This matter is being dealt with by:
Carol Jones

Dear Tileyard Studios Cafe Ltd

LICENSING ACT 2003

RE: VINYL CAFE, GROUND FLOOR, UNIT 6A TILEYARD STUDIOS, TILEYARD ROAD, ISLINGTON, LONDON, N7 9AH.

The Licensing Authority has agreed to grant your application for a Premises Licence for the above named premises. Please find enclosed a copy of the licence and the summary of the licence. The licence authorises the licensable activities specified on the licence, subject to any conditions attached to the licence.

Your attention is drawn to the following requirements:

- The licence must be kept at the premises under the control of either the licence holder or an employee providing they have the written authorisation of the licence holder to do so.
- The summary of the licence must be prominently displayed on the premises, together with a notice specifying the position held of any employee authorised to keep the licence at the premises.
- An annual fee is payable in respect of the licence and must be paid to Islington each year on the anniversary of its original grant. Your annual fee is £180.00.
- The holder of the premises licence must notify the Licensing Authority if there is any change in the name or address of the licence holder, or where applicable, the name or address of the designated premises supervisor.

If you are considering making any changes to the premises you are advised to contact the Licensing Team in the first instance as the changes may require you to make a variation application. If you are considering making substantial changes to the premises you may need to make a new premises licence application.

PLEASE BE AWARE that your Designated Premises Supervisor must hold a personal licence or you will be breaking the conditions of this licence and therefore trading illegally.

You are advised that if you allow the premises to be used for licensable activities other than in accordance with this licence you may render yourself liable to prosecution. A person found guilty of such an offence is liable to a maximum fine of £20,000 and or 6 months imprisonment.

Should you have any queries on any of the above licensing matters than please do not hesitate to contact us.

Yours faithfully,

Carol Jones
Licensing Officer

As the event was being hosted by a registered venue we did not need to apply for anything additional.

It is still always recommended that the promoter/ organiser see the premise license so we had a copy sent to us.

Risk Assessment

Venue Name: Vinyl Café (Future Vinyl Event)
Assessor: Anna Cohen
Date Of Risk Assessment: 3rd April 2023

HAZARDS	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Possible Affects/ Harm	Risk Level
Fire	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Fire alarms operational. • Venue evacuation procedures in place. • Fire Extinguishers onsite. • All exit routes left free and unobstructed. • Two fire exit doors leading to fire exit (unit 14 street door) unobstructed.	• Ensure client is aware protocols and explains to staff. • Fire escape plan given to main point of contract on event night & all staff briefed before event. • Check all routes are clear. • Security briefed before event.	Tileyard London	Burns, smoke inhalation and fatalities	LOW
Intoxication	DJ/ Guests	• Bar Staff to monitor alcohol consumption. • Anyone deemed too intoxicated will not be served. • Taxi numbers provided for safe travel after the event.		Tileyard London	Vomiting, Alcohol Poisoning, Lack of personal control, abusive behaviour	HIGH
Noise Pollution	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Professional sound engineers operating sound levels. • Earplugs offered. Volume to be monitored by staff and sound engineer. • Main entrance to be closed at all times by security. •	• No drinks outside after 11pm. • Patrons encouraged to disperse immediately upon exit.	Tileyard London	Damage to hearing, tinnitus, disruption to surrounding residents.	Medium
Manual Handling	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Use of mechanical aids (trolleys) for heavy items e.g. bass bins. • Lifting forms small part of activity. • Check route prior to movement. • Moves carried out by physically fit operatives.	• Ensure area of café is cleared before moving heavy items into space.	Tileyard London/Staff/ Client	Strains, sprains and crushing injuries	Low/Medium
Electrical Hazards	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Visual inspection prior to use. • Any frayed or exposed cables replaced.	• Best practice used for cable management, making sure cables and	Electricians/ Tileyard London	Tripping over wires, electric shocks	Low/Medium

HAZARDS	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Possible Affects/ Harm	Risk Level
		• Faulty items professionally repaired. • No overloading of sockets	plugs are out of reach and contact with the public. • Tape down any loose cables on or around stage and bar. • Annual PAT test. • Regular maintenance checks on equipment			
Lighting	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Lighting check prior to event	• Weekly lighting operational checks	Tileyard London/ Staff	Electricity shocks, loss of light during performances	Low
Slips & trips	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Maintain good housekeeping. • Cables mats used, avoid cable runs over pedestrian walkways. • Highlight any item such as protruding stands with hazard tape • Flooring regularly mopped and maintained to alleviate slippery surfaces	• All water supplies, ice machines and any liquids kept away from sockets and appliances. • Check around the bar trip hazards. • Check the stage for loose cables and trip hazards. • Check routes/floors for running cables and secure with tape.	Tileyard London/ Staff / Client	Slips, trips	Medium
Littering	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Ample and visible litter bins to be provided, cleared and cleaned regularly • Regular litter picks to be conducted throughout the night • Post event litter pick conducted in carpark, Tileyard Road and Vale Royal	• Ensure communication about littering • Organise staff or client to clear up during event	Tileyard London/ Staff/ Client	Trips, spillages	Low
Falling Objects	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Inspection of truss, any cracks in metal work • item to be replaced if faulty • Stands and clamps secured prior to use. • Safety wires used as secondary fall restraint	• Ensure nothing is kept up high if not absolutely necessary	Tileyard London/ Staff/ Client	Head injury	Low

HAZARDS	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Possible Affects/ Harm	Risk Level
Minor injury (cuts & grazes)	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• First Aid Kits to be stocked and provided onsite, ready for use	• Ensure any sharp or rough surfaces are made visible or safeguarded	Tileyard London/Staff	Cuts, grazes	Low
Contacting or spreading coronavirus by not washing hands or not washing them adequately	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Soap provided in both bathrooms • Hand sanitiser provided at the bar • Signage in both bathrooms to explain proper hand washing procedure • Ensure staff monitor guests and	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/ Staff /Guests /Client	Contracting of coronavirus	Medium
	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Limit the amount of people allowed in the venue at once to 15 max • Provide one way system in venue to allow for ingress and egress • Staff to monitor patrons to remind them of social distancing protocol	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/ Staff/ Client	Contracting of coronavirus	Medium
Contracting or spreading coronavirus in pinch points (on route to the toilets, or entering the venue)	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Establish and signpost one in, one out system into the toilets, to ensure overcrowding doesn't take place and get staff to monitor the area	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/ Staff/ Client	Contracting of coronavirus	Medium
	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Ensure that high touch areas are cleaned every two hours with sanitising spray. • Allocate specific areas to staff members to ensure potential contamination is contained. • No cash payments, only contactless - ensure contactless readers are cleaned regularly.	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/ Staff/ Client	Contracting of coronavirus	Medium
Poor workplace ventilation leading to risks of coronavirus spreading	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Ensure both (2) air ventilation units are on full and working at all times • Ventilate toilets when no one is using them	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London	Contracting of coronavirus	Medium

Contracting Corona virus while using the toilet facilities	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Signs and posters in place to build awareness of good handwashing technique. • One in one out cue system in place, with signage. • Hand sanitiser available on entry to toilets • Suitable handwashing facilities including running water and liquid soap, with hand towels available. • Clear cleaning guidance in place for toilets, with increased frequency of cleaning in line with usage. • visible cleaning schedule in place. • Frequent rubbish collection in place	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/Staff/ Cleaners	Contracting of coronavirus	Medium
	Tileyard London / Guests / Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Tileyard London must provide guest register • Make sure contact tracing in place • Ensure names and phone numbers are recorded	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London	Contracting of coronavirus	Medium

Executing The Event

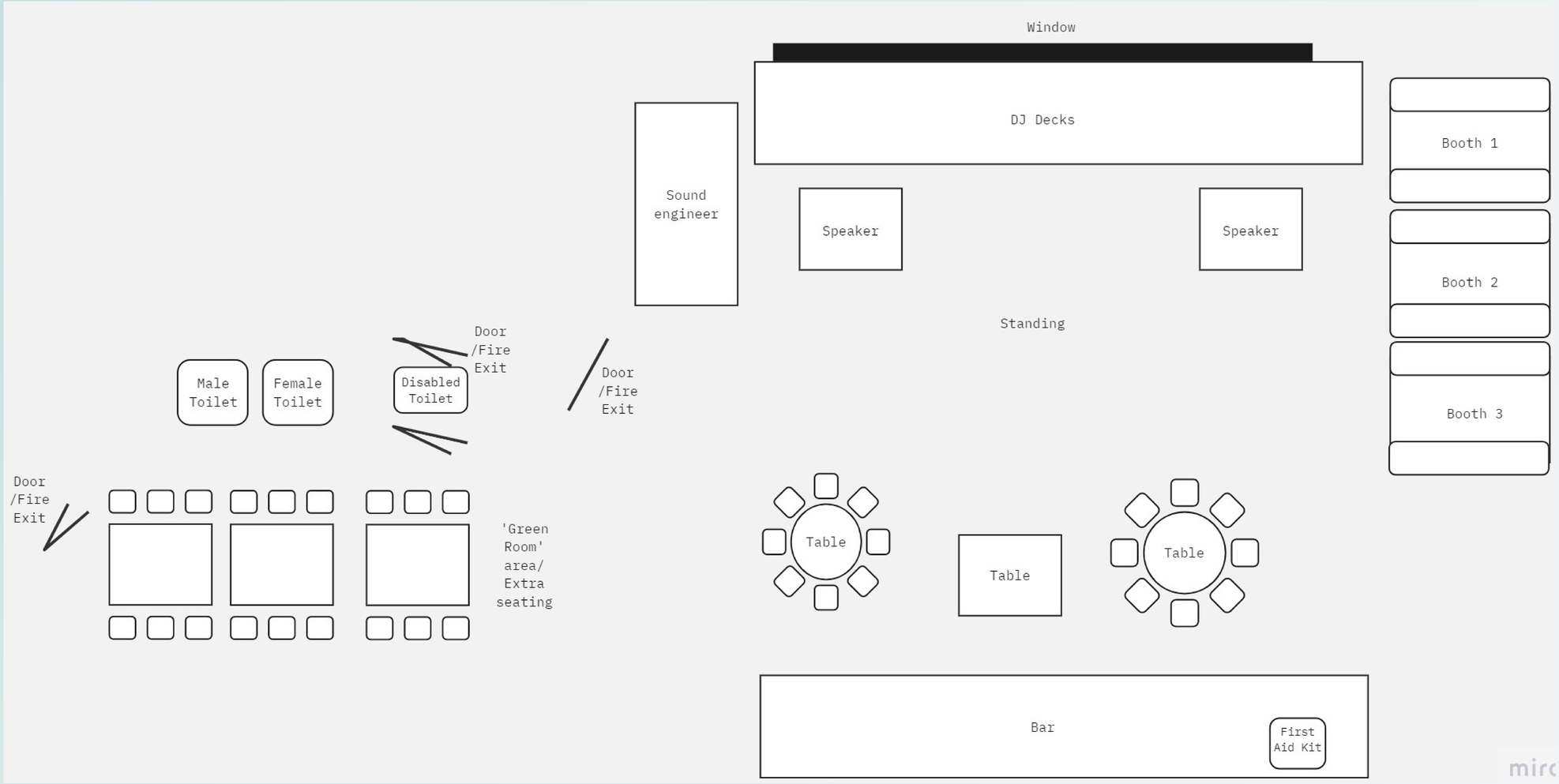
We all aimed to get there before 4 pm so that we could start setting up. We borrowed some equipment from The Gallery- which is next door to The Vinyl Cafe, and some equipment from Tileyard Education which is on the other side of the site so we began collecting everything early

Design/ Layout

I had attended a music event in the Vinyl Cafe before in which the stage has been positioned blocking the fire exit. Not only was this a hazard but it made entering and exiting the building very awkward as people kept walking in through the wrong door and interrupting the performance. Therefore I positioned the stage against the back wall- we did not use a real stage as there was no need but the staging area was cordoned off in an obvious and visible way

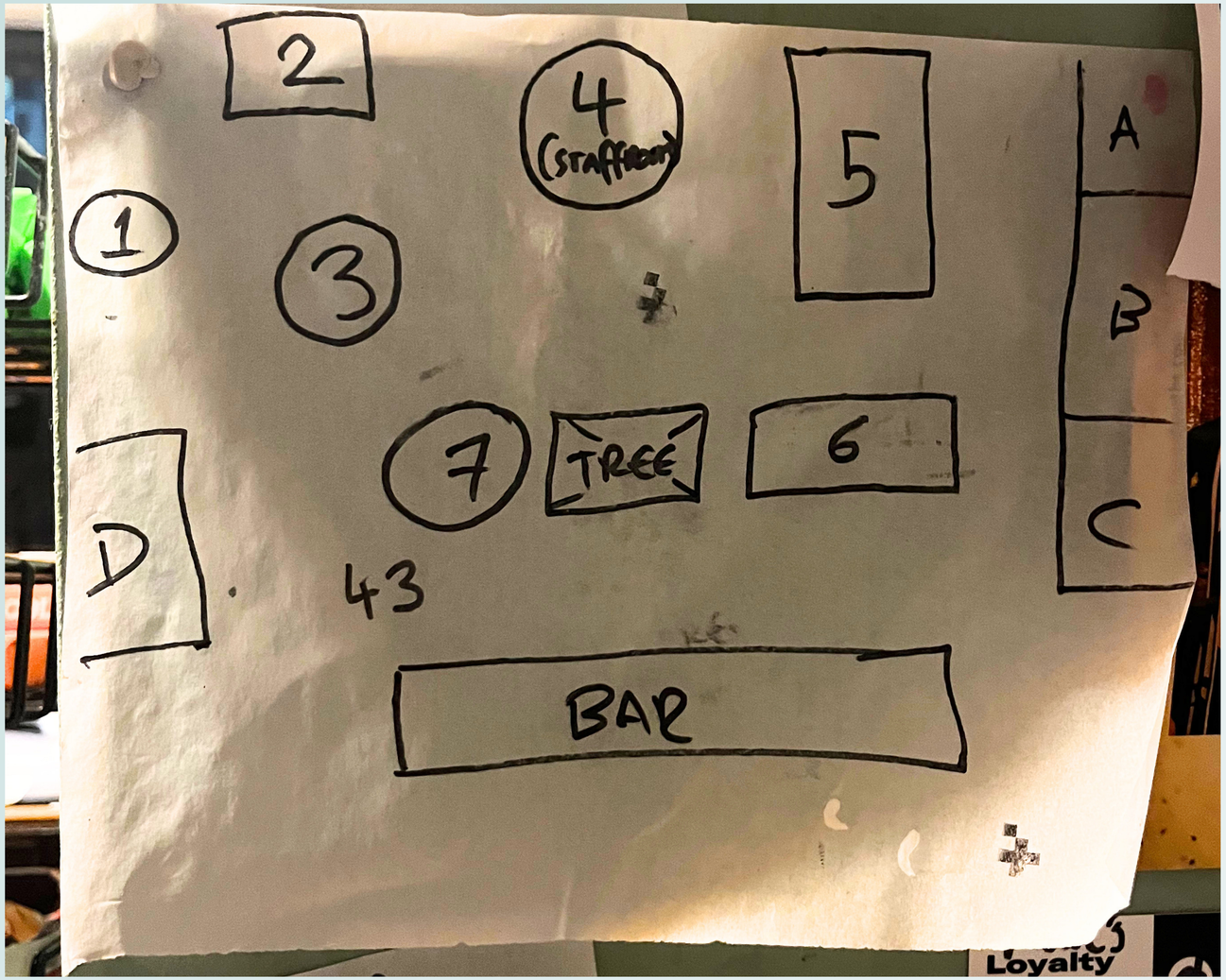
We had wanted some decorative lights to be draped around the staging area but last minute the person that was meant to bring them was unable to. A friend of a group member instead brought us a colourful light that made the space look much more interesting, and whilst this was done halfway through the event, it had only just begun to get dark at that point so it worked out perfectly.

Floorplan



This is the floorplan of how we ended up designing the venue

By the end of the event mostly everyone had left so it was just me and one other group member that had to put all of the equipment back and restore the venue to how it was originally



This proved a difficult task as there was a lot of heavy lifting involved. It would have been far easier if we had more manpower and had thought to stay.

I was given this drawing of where all the tables are supposed to go.

Hosting

As I was familiar with all of the artists personally and knew all of their music styles and backgrounds I hosted the event and introduced each artist before the event. I also encouraged people to donate to the artists if they enjoyed their performances.





Photos from the event






Pioneer DJ




Pioneer DJ
Pioneer DJ
Pioneer DJ

Finance

We were not charged any fees for the event- Tileyard Education took care of this for us. The event was free so we did not make any money either.
At the last minute, we thought it would be good to bring a bucket for donations in case any audience members wanted to support the artists, however, most people do not carry cash on them anymore so Anna brought her card machine so people could pay more easily.



£2 Marianne
5 everyone
5 Marianne
10 everyone
5 everyone
2 everyone
5 Marianne
5 everyone
5 everyone
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10 everyone
10 everyone
5 everyone
5 everyone
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5 everyone
5 Tayah
5 everyone
5 bushy

This is a record of all of the donations, it totalled £111 but the card machine took approximately 5% of earnings. The artists agreed to split it equally even though some had more money given specifically for their performances.
The artists each got £21.
They were extremely happy with this as they did not expect any payment.

Reflection

I am personally very happy with the way that the event went. The weeks leading up to it were very stressful and I felt that if more people pulled their weight it could have lightened the workload for other group members. The staff at the venue were very happy and said it was the best student event that has been hosted there, in regards to the talented lineup and the turnout. We had over 100 people turn up and the venue was completely packed as it is a small space. Everything ran very smoothly on the day and we had no major hiccups.

I think if we were to do this again I would want more clearly defined roles as everyone was stepping on each other's toes, there was not enough trust that each group member would get their task done so other people unnecessarily tried to micromanage and it ultimately caused more issues. For instance, as Artist Liason, it was my job to organise the talent, which I was doing with no issues, but one group member took it upon themselves to ask someone to perform without checking with me first, this meant that I had to move things around to find a slot for the artist. It all worked out in the end because this artist withdrew from playing the show, but this is an example of how there was a lack of trust within the group.

I also think that we should have considered and discussed the logistics required to set up and pack away heavy equipment, as most of the group came very late and did not help set up and most left early so could not restore the venue to how it usually is.

I believe that these were small issues, however, and the event was far more rewarding than I thought it would be.

The general feedback from the audience, artists and people that we worked with was that the event was a definite success and we should do it again.



