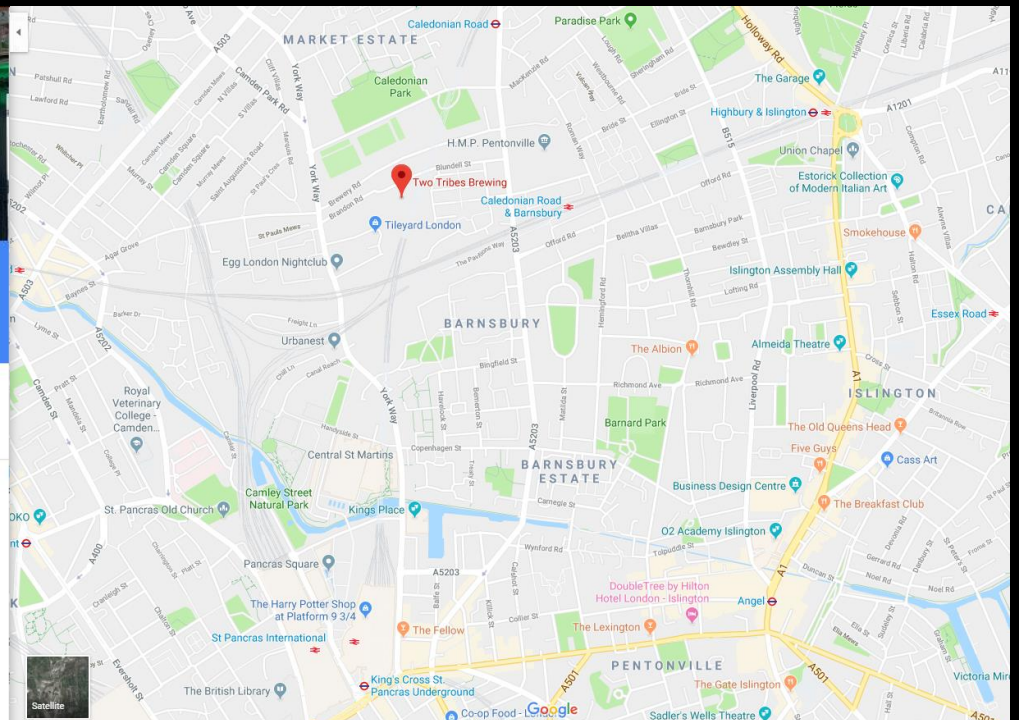




LOCATION: Two Tribes Brewery





CHORDS FOR A CAUSE

RUNNING SCHEDULE:

Acts to arrive at Tileyard's Vinyl Cafe between 18:00-18:15

SOUNDCHECK 18:30- 18:45

DOORS OPEN 19:00

ACT 1 (Adam Wedd) 19:00- 19:15

CHANGE OVER

ACT 2 (Archie XN Trick) 19:20 – 19:35

CHANGE OVER

ACT 4- (Esther Cole) 19:40- 20:00

CHANGE OVER

ACT 5- (Olga MiShow) 20:05- 20:25

CHANGE OVER

ACT 6- (Maki Flow) 20:30- 20:45

CHANGE OVER

ACT 6- (Searls) 20:45- 21:25

CHANGE OVER

ACT 7- (ELEVNS) 21:30- 22:00

CHANGE OVER

PACKDOWN 22:00- 22:20

EXIT VENUE 22:25



CHORDS FOR A CAUSE

TECHNICAL PROGRAMME:

ACT	TIME ON	TIME OFF	TECH SPEC
ADAM WEDD	19:00	19:15	1 singer/songwriter. REQUIRES- 1 x Vocal Microphone 1 x DI Interface
ARCHIE XN TRICK	19:20	19:35	1 singer/songwriter. REQUIRES- 1 x Vocal Microphone 1 x DI Interface
ESTHER COLE	19:40	20:00	1 singer. REQUIRES- 1 x Vocal Microphone Backing tracks to be used (Artist to provide to team by 20/03/19)
OLGA MISHOW	20:05	20:25	1 singer. REQUIRES- 1 x Vocal Microphone Backing tracks to be used (Artist to provide to team by 20/03/19)
MAKI FLOW	20:30	20:45	1 singer, 2 band members REQUIRES- 1 x Vocal Microphone (Artist to provide- XLR connection) 1 x DI Connection 1 x Electric Guitar (Artist to supply amplifier- 1 instrument microphone)
SEARLS	20:45	21:25	1 singer, 3 band members REQUIRES- 2 x Vocal Microphone 2 x DI Interface
ELEVNS	21:30	22:00	1 singer, 3 band members REQUIRES- 2 x Vocal Microphone (Artist to provide- XLR Connection) 2 x DI Interface 1 x Instrument Microphone



CHORDS FOR A CAUSE

PRODUCTION SCHEDULE:

TASK	WHO?	DEADLINE	COMPLETED?
SECURE VENUE	Callum	28/2	Yes
FINALISE PROGRAMMING	Callum	19/2	In Progress
BRANDING	Cat	14/2	Yes
BUDGET	Steffi	19/2	In Progress
PROGRAMME	Callum	14/2	Yes
STAFFING LIST	Steffi	14/2	Yes
RISK ASSESSMENT	Steffi	15/2	Yes
MARKETING SCHEDULE	Cat	15/2	Yes



CHORDS FOR A CAUSE

MEETING MINUTES:

14/2/19- Lucy Macieira and Callum Watts

- Chords for a Cause
- Two Tribes anniversary
- Small promo budget and Music Match, Autonomy and Help Musicians UK
- Local charities
- Soundskool- Sam Operations
- Urban Development

1. ELEVENS
2. Soundsool
3. ICMP (Zabel?)
4. Tileyard Ed

27/2/19- Lucy Macieira, Lucie Dallas, Stephanie Stroker and Callum Watts

- Lucie likes the idea
- Ties in nicely with their anniversary party week
- Happy for two tribes to be used as a venue
- Maybe use EPA systems for the sound, get Manny on the desk?
- Two Tribes confirmed as the venue, happy to host us and support the cause
- 11th April set as the date, ties in with Give A Gig Week too, so that's extra promotion for the charities

04/03/19- Cat Pereira, Stephanie Stroker and Callum Watts

- All roles divided up on the spreadsheet
- Everyone is on board and will look at finding acts to perform
- Steffi? To make playlist based on acts to play during changeovers
- Cat to work on theme, maybe look at backdrops? Stage looks bland without it
- Could get a banner done, or we could just go super basic with a black sheet behind
- It is done for charity so budgeting needs to be super tight
- Callum to chase partners (ICMP, TYE, Soundskool and Urban Development)



CHORDS FOR A CAUSE

06/03/19- Cat Pereira and Stephanie Stroker

- Worked on the stages and overall designs, Cat should have these ready by next week
- Steffi has looked at budgeting for it, should be able to do it for roughly £500 max
- Callum can you chase connections and ask for donation? **Yeah, can do.**
- If we get a donation where shall the budget go?

07/03/19- Cat Pereira, Stephanie Stroker and Callum Watts

- Donations are possible, but we would need a harder proof of concept
- Acts to be confirmed by next week as Two Tribes want to push ahead with their marketing for this
- Callum to chase acts for technical specifications and confirm the sound engineers etc.
- Steffi to budget according to donation
- Cat to finish branding and touch up so TT can go ahead with their marketing and TYE can help us with the push out.

13/03/19- Lucy Macieira and Callum Watts

- Give a gig week needs to be confirmed
 - Lucie Dallas needs updating
 - Lucy to chase urban development for a reply
1. ELEVENS (45 mins)
 2. ICMP (Zabel?)
 3. Tileyard Ed (30 mins)
 4. Urban Development (15mins)
 5. Soundskool (15 mins)
 6. Joe Strummer Foundation (for the next outing?)
- By next week we need everything confirmed



CHORDS FOR A CAUSE

APPENDIX:

RUNNING SCHEDULE:

In order to successfully organise a music event, the running schedule must be accurately balanced, and the majority of time in the venue should be used as performance time. It is imperative that this changeover is not only favourable to the artists but to the event organisers itself. All acts would like to play longer sets at a showcase such as this, but due to the substantial interest from Tileyard Education students it made sense to fill the roster with as many individuals as possible.

This schedule will be the main document that we share with the venue, acts, Tileyard Education and EPA Systems. EPA Systems will also be sent the technical programme.

TECHNICAL PROGRAMME:

In order for EPA Systems to effectively manage the stage, and for us to run the floor, ensuring changeovers and artist preparation is managed within the time frame. It is important to have a full technical programme. This document will help EPA systems and myself as floor manager to ensure as smooth a process as possible for both the audience and the artists.

PRODUCTION SCHEDULE:

Whenever working with any project, it is vital to manage your collective human resources. "Project management is the discipline of initiating, planning, executing, controlling and closing the work of a team to achieve specific goals and meet specific success criteria" (Peterman, 2018). And as stated by Smith in 2019 "it is important to create a plan to keep on track. What need to do done by who, and when" (Smith, 2019).

MEETING MINUTES:

In order to put this event on, we had to approach several different entities to secure the venue, the acts and assistance with marketing. As such, it was of utmost importance to keep track of what had been said in every meeting. Especially, as you can see from the meeting minutes, members were absent for some meetings. Keeping up to date meeting notes via a cloud word processor (GoogleDoc/OneDrive etc.) allowed for everyone to keep up to date and involved with the project, which inevitably helped the projects execution no end.



CHORDS FOR A CAUSE

REFERENCES:

- Bowdin, G., Allen, J. and O'Toole, W. (2012). *Events management*.
- Jones, M. (n.d.). *Sustainable event management*.
- Peterman, R. (2018). *What is Project Management?*. [online] Project-Management.com. Available at: <https://project-management.com/what-is-project-management/> [Accessed 12 Mar. 2019].
- Smith, N. (2019). *Project Management in a Festival Environment*.