
FUTURE VYNIL
MARINA



what is FUTURE VINYL?



IT IS AN EVENT BASED ON LIVE MUSIC AND DJ SET

WHY WE DECIDED

1 entertainment value: dj sets and live music performances can provide high-quality entertainment for attendees; creating a dynamic and engaging atmosphere.

2 audience engagement: dj sets and live music performances can actively engage the audience; encouraging them to dance; sing along; or participate in other interactive activities.networking

3 flexibility: dj sets and live music performances offer flexibility in terms of scheduling and programming. djs and live musicians can be booked for specific time slots; allowing event organizers to easily integrate them into the event's overall timeline. they can also adjust their performances in real-time based on the audience's response; keeping the energy level of the event dynamic and engaging.

how are we

GONNA MAKE IT?

FOLLOWING

11 steps



define the purpose and scope

decide on the purpose and scope of the music event. is it a concert; a festival; a charity event; or a competition? determine the date; time; and location of the event.



establish a budget



research and secure a venue

consider factors such as location; capacity; amenities; and accessibility. confirm the availability and book the venue in advance.



book performers

identify and book suitable performers for the event. consider the genre; popularity; and availability of performers.



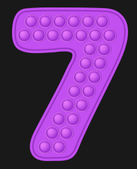
plan production and logistics

coordinate production and logistics for the event. this includes sound; lighting; staging; backline; and other technical requirements. arrange for equipment rentals; load-in and load-out schedules; and rehearsals.



develop a marketing plan

create a comprehensive marketing plan to promote the music event. this may include online and offline advertising; social media; posters; flyers; and other promotional materials.



plan ticketing and registration a heading

set up a system for ticketing and registration; whether it's through an online platform or in-person sales.



plan event day operations:

develop a detailed timeline and plan for event day operations; including load-in and load-out schedules; performer check-in; sound checks; stage management; and other logistics



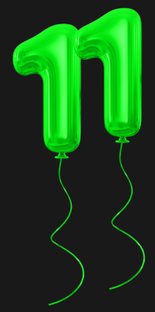
coordinate day-of activities

oversee and coordinate all aspects of the event on the day of the music event; including vendor management; performer coordination; attendee services; and emergency response. troubleshoot any issues that may arise during the event.



evaluate and follow-up:

after the music event; evaluate its success based on key performance indicators (kpis) such as attendance; revenue; and attendee feedback. follow up with performers; sponsors; partners; and attendees with thank-you notes; surveys; and feedback requests.



organize the volunteers:

volunteers to assist with tasks during the day in our even was the photographer

Minutes - Wednesday 8th February Meeting

Present: Isabella, Wyn, Anna, Felix, Marina, George

Apologies: Tae, Rabia, Marcel

Discussion about ideas:

Tiny Desk: 6-8

Boiler Room

Livestream

Shannen DJing

DJ night and sell tickets at £10 to other Uni students and leave it at that

Talked about knowing audience - TY employers and TY students - re-discussed the way we can engage employers who work at TY - songwriting showcase - discussed engaging Jamie to select/host.

Discussion about ticketing:

Suggestion of ticketing at £10 to be able to make profit and pay musicians/DJs

Discussion about the fact no other events at Vinyl are ticketed so we should keep free or very minimal i.e. £1 and could include a drinks token.

- This will show we can break even or potentially make a profit

Discussion about marketing:

Marina shared her imagery for the event - **ACTION POINT (AP) Marina:** Please upload to the shared drive:

https://drive.google.com/drive/folders/1C9AJdc4CiAviDUCGZbYPz-Ub3tU14Iq3

Discussed email marketing - send to TY Reception to circulate

Discussed making flyers and going round to offices

Discussion about event set up:

Start at 6pm for singer/songwriter part - run to about 7:30

Then have DJ sets

Action Points:

- **Wyn** to share answers from questions we asked Vinyl - this is now done, shared in Whatsapp
- **Isabella -** going to ask Steve about possibilities of using Gallery for free?
- **Anna -** email Jamie about selecting songs/hosting
- **Everyone -** Write your name down next to roles on Iz's doc
- **Anna** - make agenda for next meeting

Post meeting:

Rabia mentioned Campfire minimum spend is £1000 and would see if we could get this down to £800. **ACTION:** Discuss at next meeting

Next Meeting: Wednesday 22nd February - after New Tech class

Agenda - Next Meeting: Weds 22nd Feb

Chair:
Minute taker: Anna

1. **Matters Arising:**

Marina: Uploaded content to drive?

Izzy - update on conversation with Steve re gallery

Anna - update re conversation with Jamie

Rabia - update on Campfire

Everyone - have you put name next to task? - decide in this meeting if not. (Take time to do now)

2. **Consolidation of event idea**
3. **Marketing plan**
4. **Finance?**
5. **Points to discuss at next meeting**





Agenda - Weds 1st March

Matters Arising

Let vinyl know we can't do 13th - done

Rabia - details of house band on drive

- start detailing artists who we've asked (can't ask until we have date)

Marketing team - have you organised time to meet separately to discuss plan

- Let Darcy and Radu know (once we have date)

Wyn - uploaded emails from Vinyl?

Consolidation of idea

Date -

Roles - roles set? People meet in smaller groups?

Are we still doing as one group? / real/hypothetical?

Do we need a full to-do list of all tasks? Sub-teams to create and upload?



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

Decided: Live band until 9 and then DJs

3. **Marketing plan**

Need to speak to Marina about it / marketing team to meet separately to discuss and make a plan

Let Darcy and Radu know about event so they can send round

AP: start working in smaller groups regarding roles

4. **Finance?**

Felix - explaining budget sheet in drive and explained to populate this (finance team to meet separately)

5. **Points to discuss at next meeting**

Artists - update at next meeting/via Whatsapp
Date - full confirmation of date
Marketing - update on what has been sent out at next meeting
Get in contact with tye for marketing - radu and darcy by next meeting
Felix - health and safety - chase by next meeting
Prioritising takeover jam night cos its already booked
Wyn - upload emails from Vinyl by next meeting

Minutes – 16th March

Present: Isabella, Marina, Antoine, Rabia, Shannen, Wyn, Anna

Apologies: Felix, Taeshawn, George

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

Izzy update:

Given up on tileyard Eventbrite – Anna: Angie had replied to say they can do it **AP**: research how many followers TYE have – if it has a decent amount it is worth using tye account… **done in meeting -** they have 300 followers.

AP Wyn can you email Angie with details asap – **AP Marina** needs to resize poster **(done)** - ask Angie to send Eventbrite so we can set up QR code - As soon as Eventbrite is handled then need to send to Marina

Marina update on Marketing

Needs 'About' section for Eventbrite – **AP: Shannen** to write about section – **to do today**.

- Poster – without names is ready to go – going with pink one. **Needs to go out asap**

AP Marina: Print initial posters (done)

AP Marina – update posters with QR code, and another version for SM with artist line up when confirmed.

Rabia update

We have 3 confirmed acts. Band on standby but maybe won't need them due to most artists wanting backing tracks

AP booking team: Line up needs to be confirmed asap – 2 people confirmed, Rowan wants to do it but needs more details – **AP: Rabia** to send details to Rowan and confirm

AP: Anna to call Tae to see if his acts are still doing it

AP: Anna to get DJ names from George

AP Rabia: ask artists what they need instrument/backing wise – let them know what we have – PA and mics provided

Deadline for conf of acts and above APs – Weds 22nd March

AOB

Izzy – main concern is sorting security – needs to happen before posters are out

- Need to hear from Steve – **AP: Izzy** to chase
- If it's a No then : £120 – Karma willing to help find funding for it.
- Ask businesses – guarantee them a table

Instrument list – Marcel has at home – **AP Marcel:** put on drive – **AP: Izzy** to send to Christian

DJ equipment – available at vinyl – **AP Izzy** to double check - if not arrange to use tye 's

Health and Safety RA – **AP Wyn:** add security as a requirement on RA

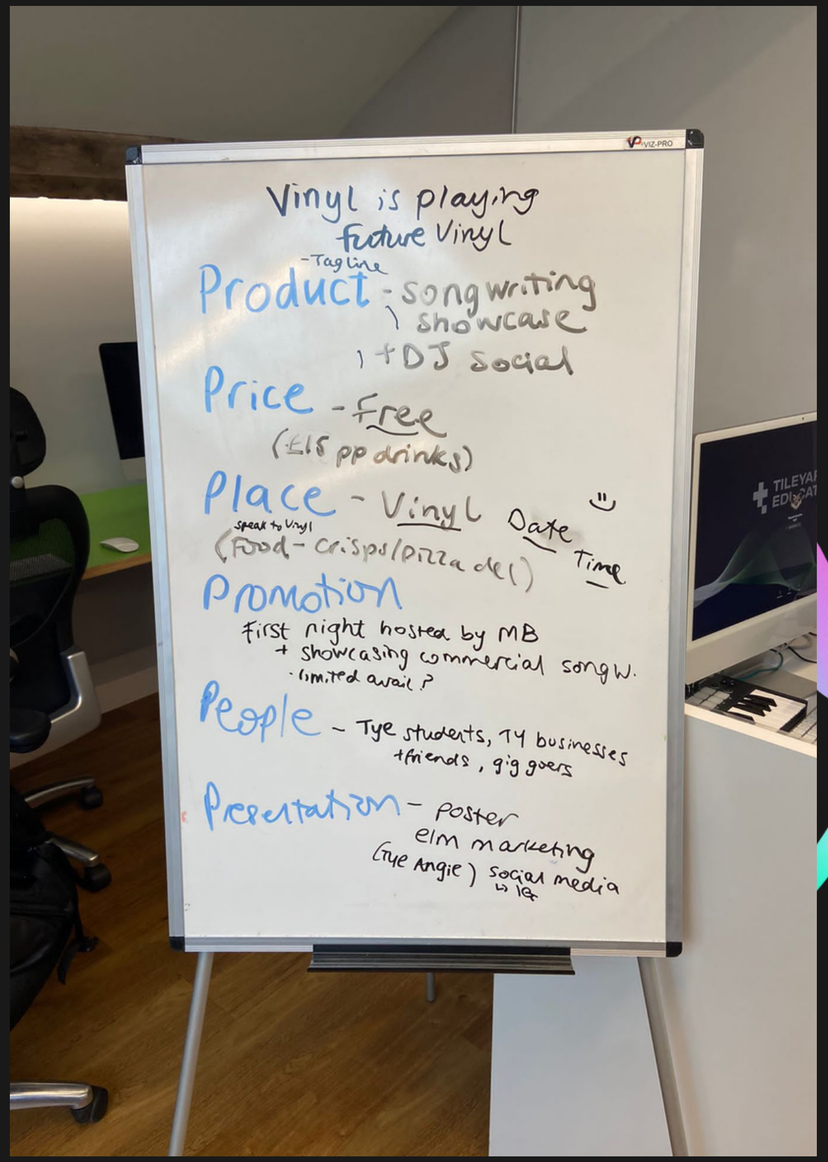
Floor plan – go to TYL and ask them for one – **AP: Anna** to email TYL about this

AP – once event mgt plan and RA form is on bebop – fill in – **AP: Anna** complete event mgmt. form, **AP Wyn** complete RA form

AP – Izzy/Wyn : upload email correspondences to drive for portfolio purposes

AP Anna: make agenda for next meeting and add minutes to drive

Next meeting: Wednesday 22nd March after presentations (4:30/5pm)

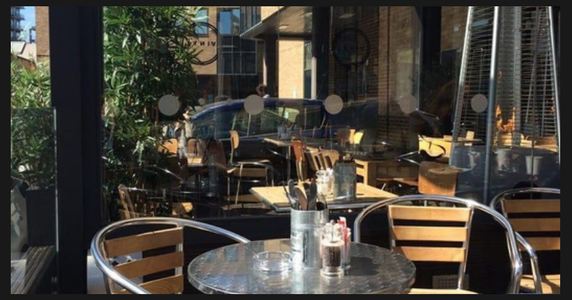

Vinyl is playing
Future Vinyl
Product - Tag line
- songwriting
showcase
+DJ social
Price - Free
(£15 pp drinks)
Place - Vinyl
Date
Time
(Food - crisps/pizza ole()
Promotion
First night hosted by MB
+ showcasing commercial songW.
- limited avail?
People - Tye students, TY businesses
+friends, gig goers
Presentation - poster
elm marketing
(Tye Angie) social media

WHEN?
WHERE?
WHO?
TEAM?





Monday 3r of April



Vinyl cafe

Vinyl Cafe, 6a Tileyard Rd,
London N7 9AH

TILEYARD EDUCATION

Tileyard Songwriters and special guests



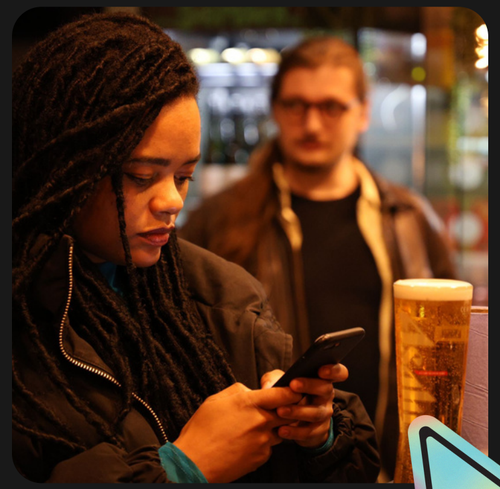
Dream TEAM - the future - US

Team

- Wyn - Marcell- BUDJETING
- Marina-Izzy -George-MARKETING
- Rabia - Anna-Sharon -CURATION
- Everyone-EVENT MANAGEMENT














3
the vinyl
is playing
Address:
6a Tileyard Rd, London N7 9AH


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

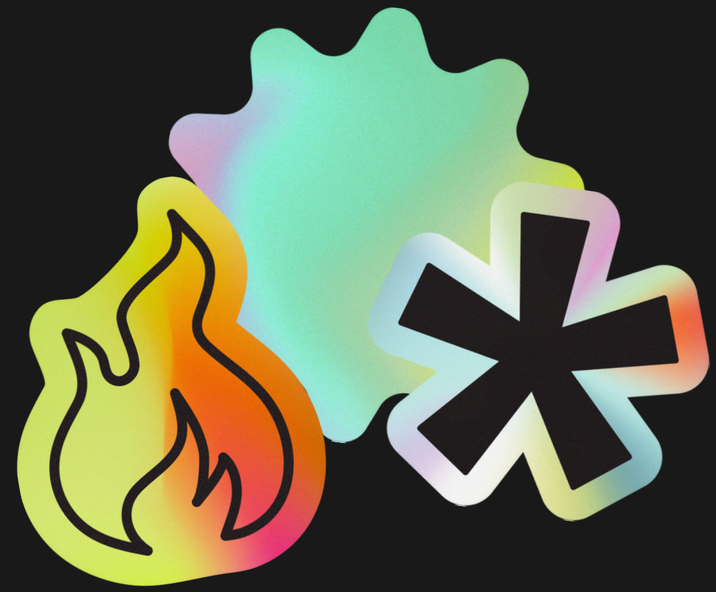
4th


2
03-2023
THE VINYL IS PLAYING
6A TILEYARD RD, LOND


The vinyl
31-03-2023
6A TILEYARD RD,
LONDON N7 9AH
is playing
1st

Marketing

it was important to keep in mind the purpose of the poster; the target audience; and the message we wanted to convey.





define the purpose

identify the key message

choose the right size and orientation

create a clear hierarchy

include contact information

SCAN ME

final result

WINNER





different sizing for digital platforms;
different channels and physical ones.

TILEYARD EDUCATION

Hey Marina,

Greetings from the Admissions and A&R team. Please see this week's updates. Get in touch if you have any ideas, gigs or events you'd like to promote!

EVENTS



3rd of March - Future Vinyl: Live Music & DJ

◀ WhatsApp

eventbrite Menu

Today This weekend Music Business



Apr 3

Future Vinyl: Live Music & DJ Sets

Listen to London's next generation of undiscovered DJ's, rappers and musicians taking the scene by storm in an intimate setting at Tileyard.

By **Tileyard Education**

695 followers




IN GOD WE TRUST
ONE HUNDRED DOLLARS
THE UNITED STATES OF AMERICA
100

Budgeting

EVENT PLANNING BUDGET

EVENT: Future Vinyl

DATE: 03/04/23

INCOME		
Partner Income	(Schedule 1)	£0.00
Sponsor Income	(Schedule 2)	£0.00
Merchandising		£0.00
Expense Reimbursements		£0.00
Total Income		£0.00

EXPENSES			
Artist Fees	(Schedule 3)	£0.00	
Crew Wages & Fees	(Schedule 4)	£0.00	
Venue Expenses	(Schedule 5)	£0.00	
Production Costs	(Schedule 6)	£0.00	
Supplies	(Schedule 7)	£0.00	
Transportation	(Schedule 8)	£0.00	
Insurance	(Schedule 9)	£0.00	
Other Expenses	(Schedule 10)	£0.00	
Pre & Post Event Expenses	(Schedule 11)	£0.00	
Misc.		£0.00	
SUB TOTAL EXPENSES			£0.00
Contingency	(5%)	£0.00	
TOTAL EXPENSES			£0.00
Net Profit (Loss)			£0.00

EVENT NAME: *Vinyl Cafe* name tbc

PERIOD:

Dates: TBC March 2023

					£
(1) Partner Income					
Partner 1					£0.00
Partner 2					£0.00
Partner 3					£0.00
					£0.00
TOTAL					£0.00



(2) Sponsor Income					
Sponsor 1					£0.00
Sponsor 2					£0.00
Sponsor 3					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
Totals					£0.00

(3) Artist Fees					Total
Artist 1	FULL RATES				£0.00
Artist 2					£0.00
Artist 3					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
Totals					£0.00

(4) Crew Wages & Fees			Per Day	Days	Total
	FULL RATES				
Curator	0				£0.00
Event Co-Ordinator	0				£0.00
Marketing/PR	0				£0.00
Social Medial Co-Ordinator	0				£0.00
Production Manager	0				£0.00
Totals					£0.00

(5) Venue Expenses			Per Day	Days	Total
Telephone / Cell			£0.00		£0.00
Internet			£0.00		£0.00
Gratuities			£0.00		£0.00
Instrument Rental			£0.00		£0.00
Production Supplies			£0.00		£0.00
Misc			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
Totals			**£0.00**		**£0.00**

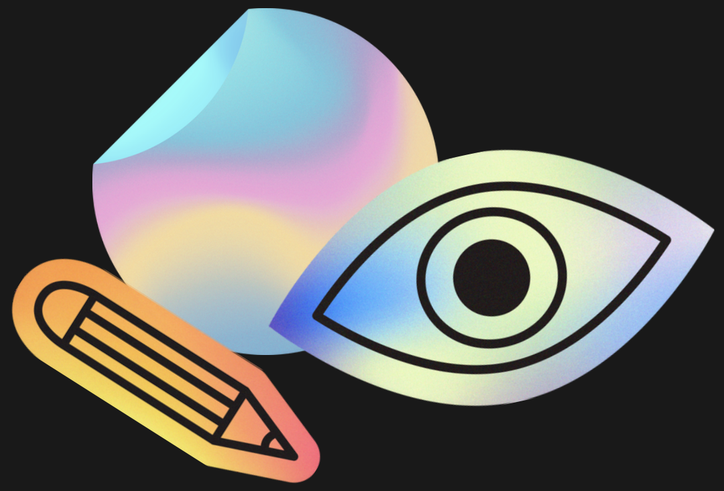
(6) Production Costs			Cost	Days/Weeks	Total
PRS Licence Fee			£0.00		£0.00
Trucking			£0.00		£0.00
Audio			£0.00		£0.00
Lights			£0.00		£0.00
Camera			£0.00		£0.00
Opperators			£0.00		£0.00
Radio Frequency Licenses			£0.00		£0.00
Security					
Infrastructure					
Local Crew			£0.00		£0.00
Backline Hire			£0.00		£0.00
Other			£0.00		£0.00
Totals			£0.00		£0.00

(8) Transportation			Per Day	Days	Total
Air Fares					£0.00
Bus rental					£0.00
Local car service					£0.00
Parking			£0.00		£0.00
Rental Cars			£0.00		£0.00
Misc			£0.00		£0.00
Other			£0.00		£0.00
Totals			£0.00		£0.00

(9) Insurance					
Liability					£0.00
Cancellation					£0.00
Equipment					£0.00
Misc					£0.00
Other					£0.00
Totals					**£0.00**

(10) Other Expenses					Total
Telephone					£0.00
Internet					£0.00
Gratuities					£0.00
Instrument Rental					£0.00
Production Supplies					£0.00
Printing					£0.00
Misc					£0.00
Totals					**£0.00**

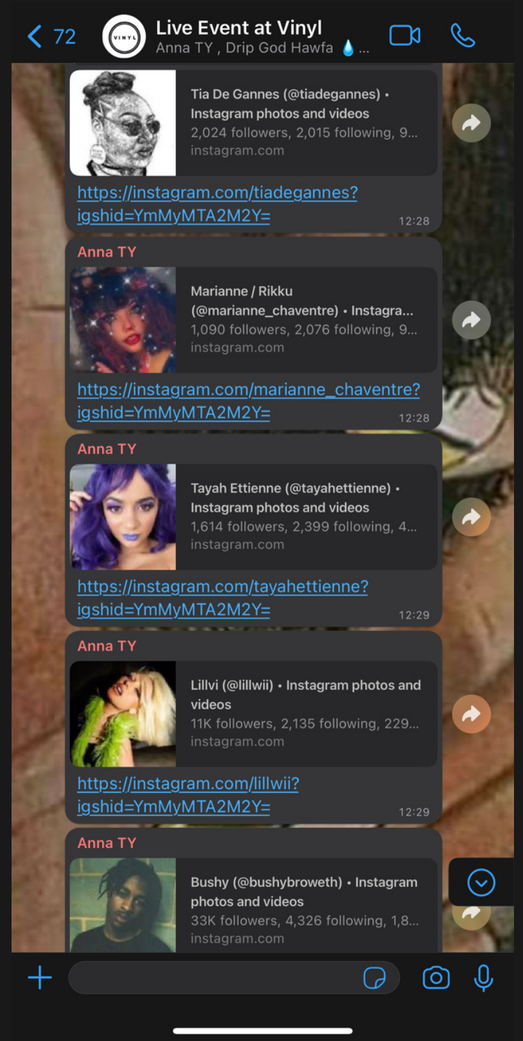
(11) Pre & Post Event Expenses					
Set Design & Construction					£0.00
Lighting Design					£0.00
Trucking					£0.00
Sound & Lights					£0.00
Equipment					£0.00
Video Editing (Livestream)					£0.00
Hotels					£0.00
Telephone					£0.00
Auto Rental & Expenses					£0.00
Bus Expenses					£0.00
Passes & Tags					£0.00
Itineraries					£0.00
Fencing					£0.00
Other					£0.00
Totals					£0.00



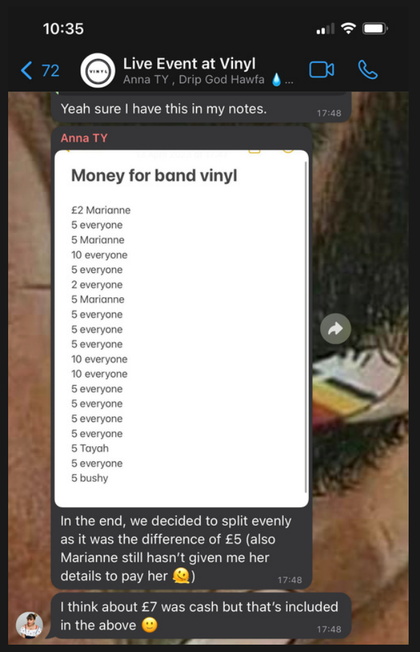
raised money



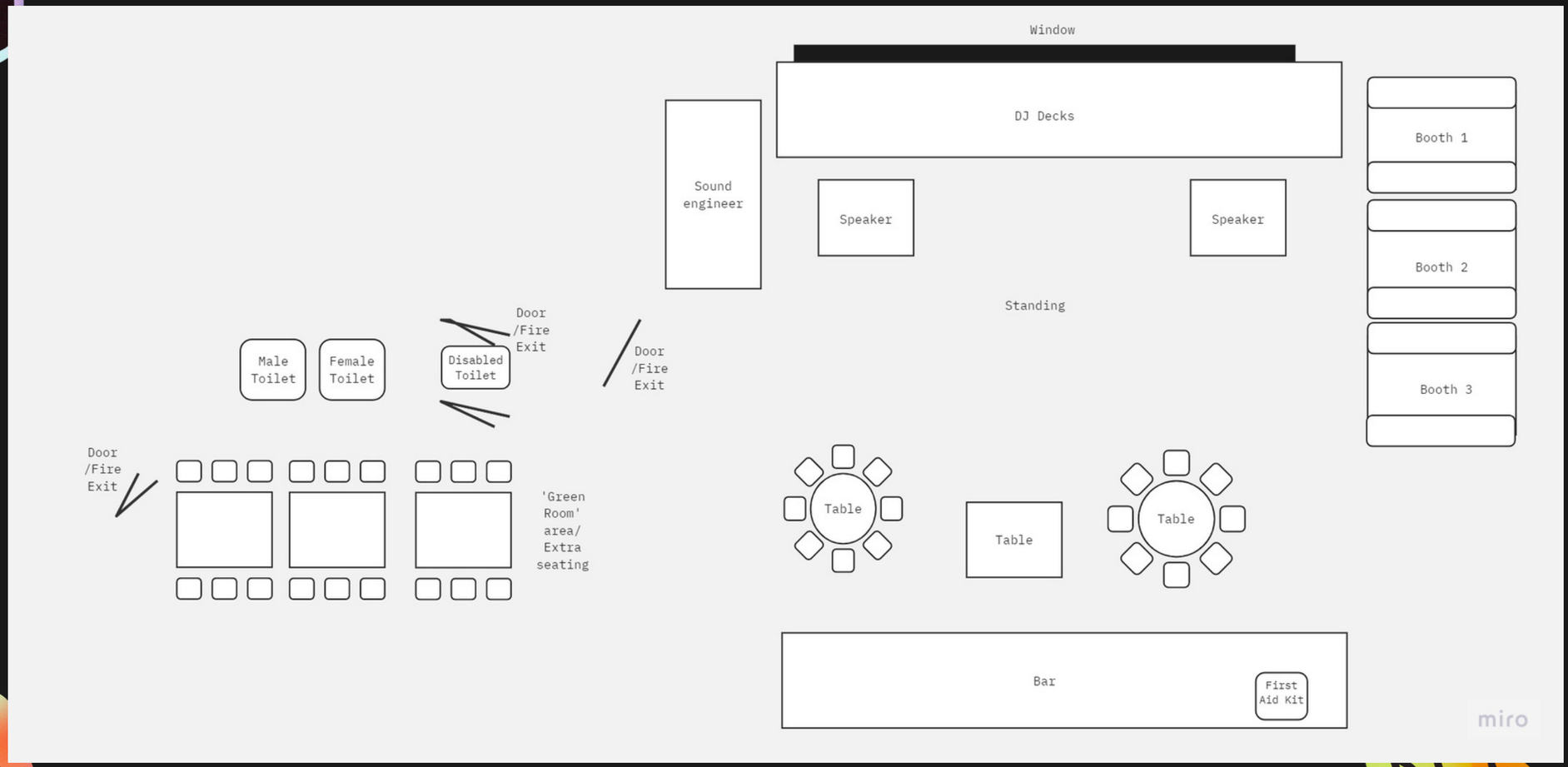
for our incredible artists we raised £105. we decided to divide the amount between all the artist in order to share an even amount amoung them all.







floor plan


Window
DJ Decks
Sound engineer
Speaker
Speaker
Booth 1
Booth 2
Booth 3
Standing
Door /Fire Exit
Male Toilet
Female Toilet
Disabled Toilet
Door /Fire Exit
Door /Fire Exit
'Green Room' area/ Extra seating
Table
Table
Table
Bar
First Aid Kit
miro

licence

RECEIVED
03 DEC 2015

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 £J180.00.
- 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.

ISLINGTON

Premises Licence Summary
Licensing Act 2003

Premises licence number	LN/13206-160715	Date of original grant*	27 July 2011

An annual fee associated with this licence is to be paid on the anniversary of the original grant date.

Postal address of premises, or if none, ordnance survey map reference or description

UNIT 6A, KINGS EXCHANGE
9 TILEYARD ROAD

Post town	London	Post code	N7 9AH
Telephone number			

Where the licence is time limited the dates
Not Applicable

Licensable activities authorised by the licence
Ground Floor

- The provision of regulated entertainment by way of:
  The playing of recorded music
- The provision of entertainment facilities for:
  Making music
- The sale by retail of alcohol

The times the licence authorises the carrying out of licensable activities

- The provision of regulated entertainment for the playing of recorded music:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	12:00	to	22:30

- The provision of entertainment facilities for making music:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	12:00	to	22:30

- The sale by retail of alcohol:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	10:00	to	21:00

The opening hours of the premises:

Monday	08:00	to	23:00	the following day
Tuesday	08:00	to	23:00	the following day
Wednesday	08:00	to	23:00	the following day
Thursday	08:00	to	23:00	the following day
Friday	08:00	to	23:00	the following day
Saturday	08:00	to	23:00	the following day
Sunday	08:00	to	22:30	the following day

Where the licence authorises supplies of alcohol whether these are on and/or off supplies
On and Off Supplies

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence
Tileyard Studios Café Ltd
2 Mountview Court
30 Friern Barnet Lane
London
N222 0YZ
georgina@vinyl-cafe.com

Registered number of holder, for example company number, charity number (where applicable)
08718869

Name of designated premises supervisor where the premises licence authorises the supply of alcohol
Georgina Caroline Brown

State whether access to the premises by children is restricted or prohibited
It is an offence to allow persons under the age of 16 years to be on the premises whilst it is open exclusively or primarily for the supply of alcohol for consumption on the premises unless they are accompanied by a person aged 18 or over. No unaccompanied person under the age of 16 years shall be permitted on the premises between 12 midnight and 5am if alcohol is supplied for consumption on the premises.

Islington Council
Public Protection Division
222 Upper Street
London N1 1XR
Tel: 020 7527 3031
Email: licensing@islington.gov.uk

Summary

Risk assessment

it was important to research and comply with all local laws; regulations; and licensing requirements for live events in the specific location where the event is being held



risk assessment is an important process that involves identifying and evaluating potential risks associated with a music event to ensure the safety and well-being of attendees; performers; and staff. here's an overview of the key steps involved in conducting a risk assessment for a music event:



identify potential risks: start by identifying all potential risks that may be associated with the music event



assess the likelihood and severity of risks: once potential risks are identified; assess the likelihood and severity of each risk.



evaluate existing controls: review the existing controls and measures that are in place to mitigate risks.



document and communicate the risk assessment findings: document the risk assessment findings; including the identified risks; their assessment; and the proposed risk mitigation measures.

VINYL CAFE 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

VINYL CAFE RISK ASSESSMENT

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
Electrical Hazards	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Visual inspection prior to use. • Any frayed or exposed cables replaced. • Faulty items professionally repaired. • No overloading of sockets	• Best practice used for cable management, making sure cables and 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	Electricians/ Tileyard London	Tripping over wires, electric shocks	Low/Medium
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

VINYL CAFE RISK ASSESSMENT

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

VINYL CAFE RISK ASSESSMENT

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
Poor workplace ventilation leading to risks of coronavirus spreading	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Staff to wear face coverings at all times • Place signs around the venue reminding patrons to do so	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/Staff	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

set up list

it was important to tailor the set list to the singer's style; genre; and the preferences of the specific audience or event. consider the flow of the set list; the vocal range and stamina of the singer; and the overall vibe of the performance to create a memorable and engaging singing set list.



Set Up			
Venue Timesheet	**Event**	**Position**	**Tech**
16:30 –17:00	LOAD IN		
17:00 - 17:45	SOUNDCHECK -Order as decide best by sound tech		
17:45 - 18:00	CREW H&S BRIEFING		
18:00	DOORS OPEN		

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	

Venue Time Sheet	Event	Position	Tech
23:00	Venue Program Finish		
23:00 - 23:30	LOAD OUT		

References

prokofieva; i. (2016). 10 tips for organising a successful event. [online] culturepartnership.eu. available at: https://www.culturepartnership.eu/en/article/10-tips-for-successful-event.

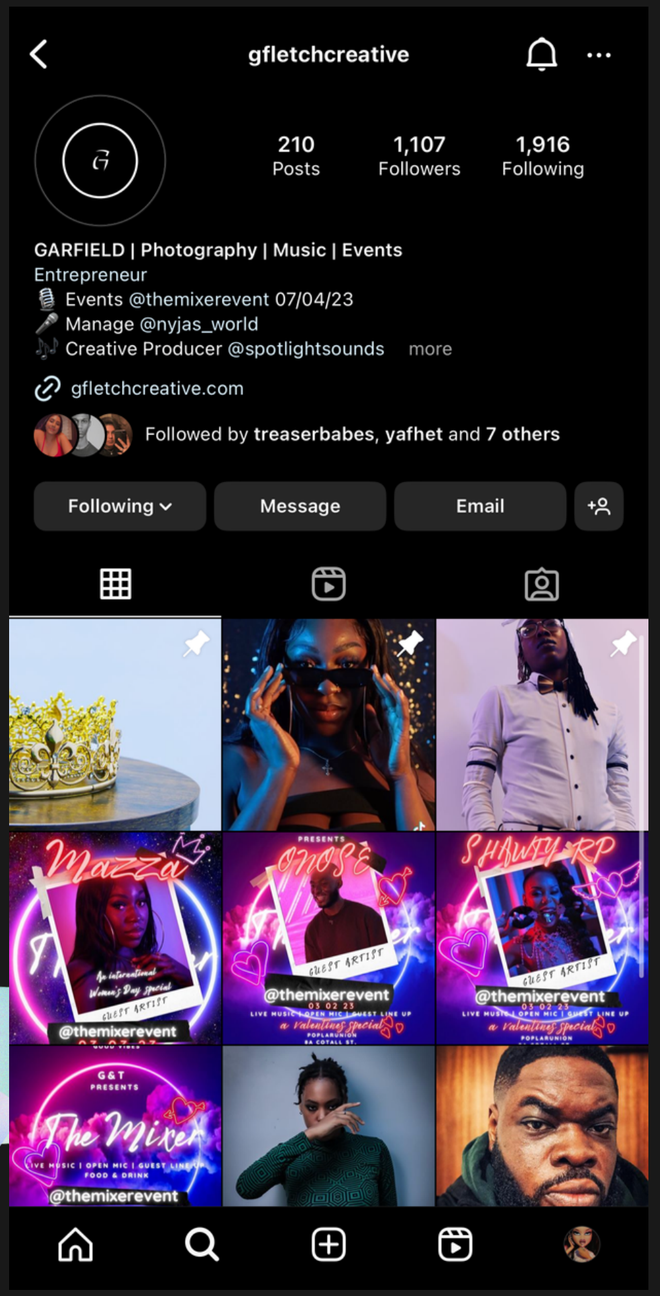
holland; t. (2018). dignity health | facts about touch. [online] www.dignityhealth.org. available at: https://www.dignityhealth.org/articles/facts-about-touch-how-human-contact-affects-your-health-and-relationships.

eventbrite (2019). event marketing: strategies; timelines and templates - eventbrite. [online] eventbrite uk. available at: https://www.eventbrite.co.uk/blog/academy/event-marketing-strategy-ds00/.

www.eden.gov.uk. (n.d.). event risk assessment; guidance and choosing a competent person. [online] available at: https://www.eden.gov.uk/leisure-culture-and-events/events/event-organisation/risk-assessment-for-events/.

Volunteer

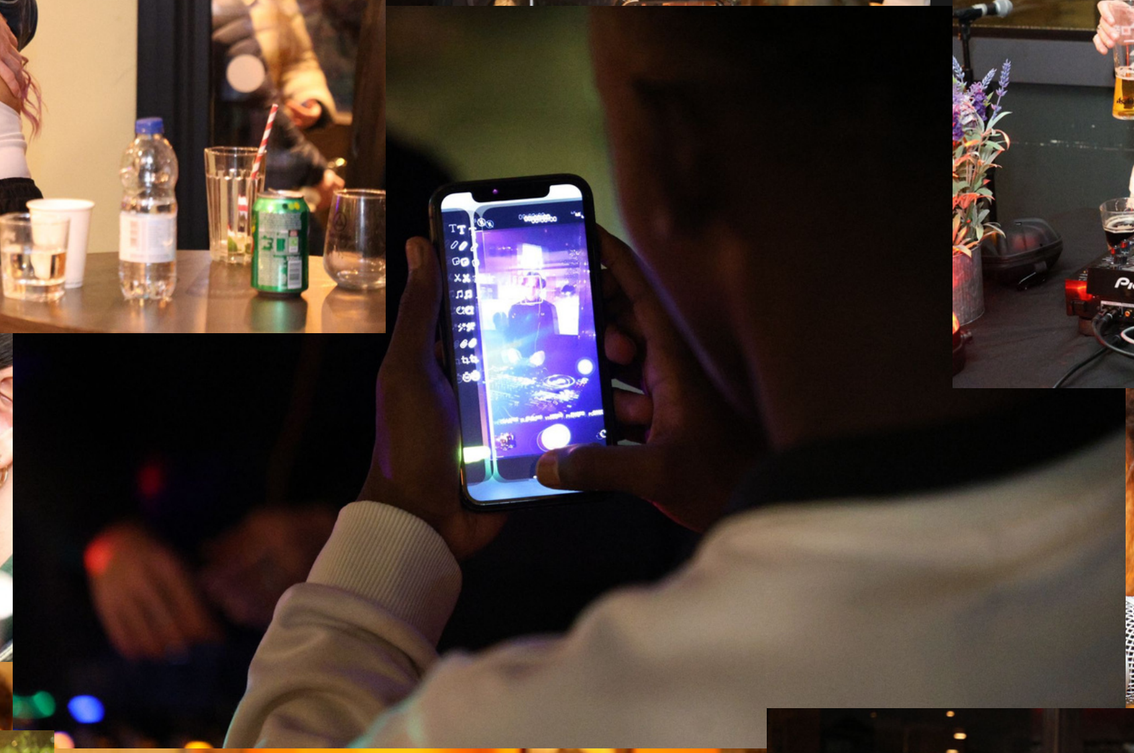
- Garfield
- The photographer for the evening
- After pitching the event he offered himself to take some pictures during the evening
- great networking and material for ours and his portfolio



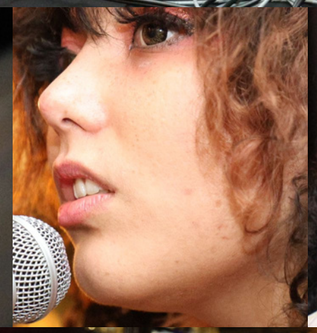


to show
you how
fun it
was




Pioneer Dj
Pioneer Dj







Pioneer Dj




WISH YOU WERE THERE



until

next

time

FUTURE VINYL

