2024

LIVE
MUS
REVI

IC EVENT
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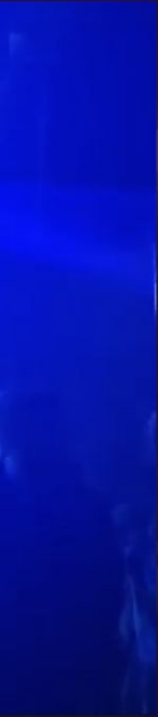
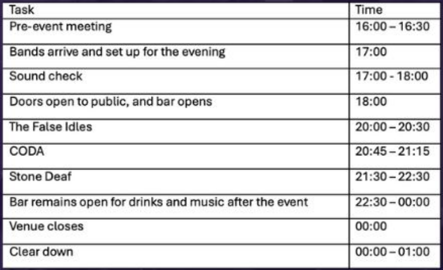


Management Responsibiliti

Leading up to the event:

- Highlighing our key aims and objectives for this project
- Contacting venues regarding price of hire and available dates.
- Scheduling meeting with the chosen venue to discuss dates and entertainment for the event.
- Creating an itinerary for the day.
- Contacting the bands to ensure everyone was aware of the schedule for the evening.



Task	Time
Pre-event meeting	16:00 – 16:30
Bands arrive and set up for the evening	17:00
Sound check	17:00 - 18:00
Doors open to public, and bar opens	18:00
The False Idles	20:00 – 20:30
CODA	20:45 – 21:15
Stone Deaf	21:30 – 22:30
Bar remains open for drinks and music after the event	22:30 – 00:00
Venue closes	00:00
Clear down	00:00 – 01:00

es

On the day of the event:

- Attending a pre-event meeting with the venue hosts to allocate roles to each member of my team.
- Handling any unforeseen incidents and resolving them in a timely and professional manor.
- Keeping to our organised schedule of the evening to avoid confusion for all parties involved.
- Supervising my team members to ensure all roles are carried out sufficiently.

Grace

Roles and Responsibi

- Supervising grou
- Leaising with ven
  during and after
- Motivating group
  sucsessfully mee

Davies

PROJECT MANAGER

lities

p members

ue staff and musical artists before, the event.

members to stay target orientated to t our aims and objectives.

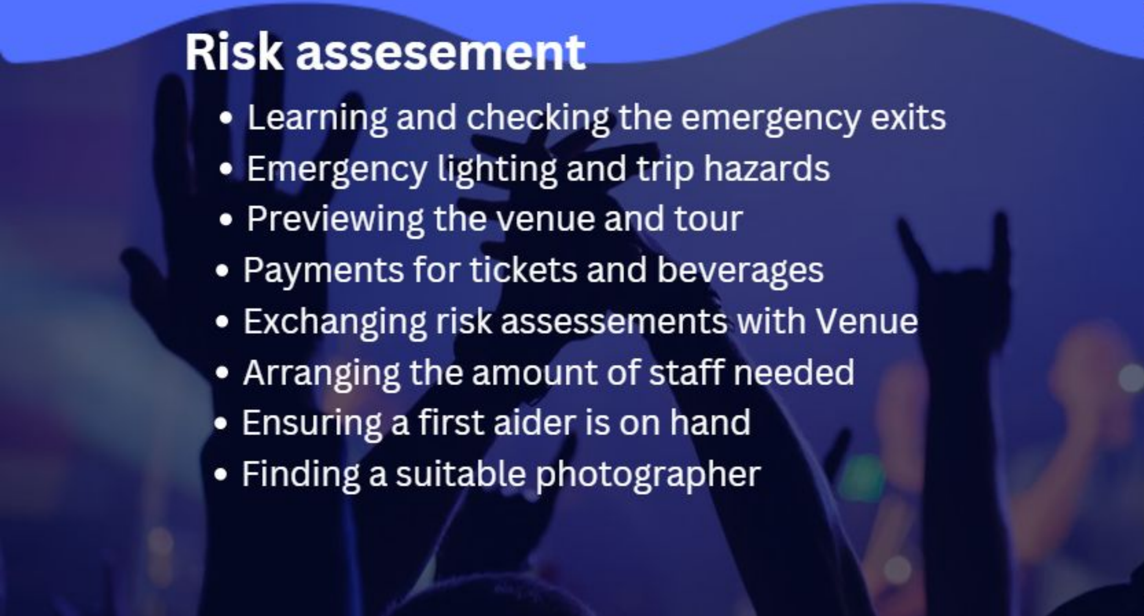
Evaluation

- We worked well as a team, our roles were delegated so that our personal strengths would be best put to use. However these roles were not stricktly stuck to resulting in a well belended and confident team.
- Any incidents that occured were handled professionally and quickly to avoid panic with guests.

Team members followed tasks efficiently. As this was our first event we've run, it was important that we worked together to solve problems and asked questions if we were unsure of what to do.

At the next event I run, I would make sure to hire more security due to some issues with substance misuse and members of the public entering the venue without paying.

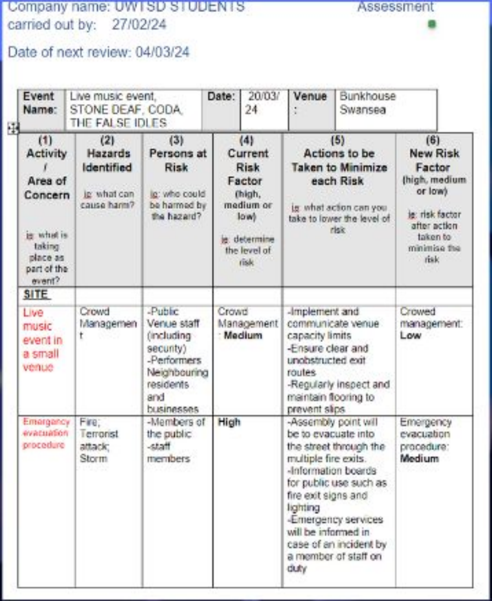
Planning of The Event



Risk assesement

- Learning and checking the emergency exits
- Emergency lighting and trip hazards
- Previewing the venue and tour
- Payments for tickets and beverages
- Exchanging risk assessements with Venue
- Arranging the amount of staff needed
- Ensuring a first aider is on hand
- Finding a suitable photographer

Ben Williams



Company name: UWTSD STUDENTS Assessment carried out by: 27/02/24

Date of next review: 04/03/24

Event Name:	Live music event, STONE DEAF, CODA, THE FALSE IDLES	**Date:**	20/03/24	**Venue:**	Bunkhouse Swansea

(1) Activity / Area of Concern ie: what is taking place as part of the event?	**(2) Hazards Identified** ie: what can cause harm?	**(3) Persons at Risk** ie: who could be harmed by the hazard?	**(4) Current Risk Factor (high, medium or low)** ie: determine the level of risk	**(5) Actions to be Taken to Minimize each Risk** ie: what action can you take to lower the level of risk	**(6) New Risk Factor (high, medium or low)** ie: risk factor after action taken to minimise the risk
SITE					
Live music event in a small venue	Crowd Management	-Public Venue staff (including security) -Performers Neighbouring residents and businesses	Crowd Management: **Medium**	-Implement and communicate venue capacity limits -Ensure clear and unobstructed exit routes -Regularly inspect and maintain flooring to prevent slips	Crowed management: **Low**
Emergency evacuation procedure	Fire; Terrorist attack; Storm	-Members of the public -staff members	**High**	-Assembly point will be to evacuate into the street through the multiple fire exits. -Information boards for public use such as fire exit signs and lighting -Emergency services will be informed in case of an incident by a member of staff on duty	Emergency evacuation procedure: **Medium**

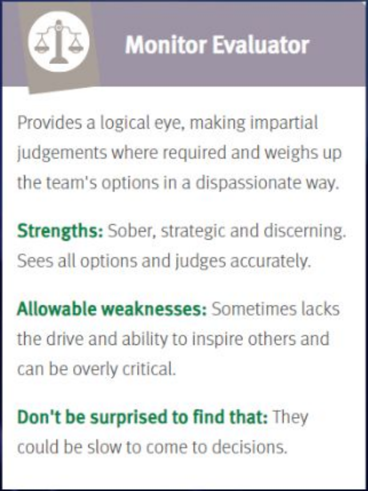
Roles and Responsibilities

- Ensuring Safety and security measures w
- Creating a contingency plan for a backup
- Organising and carrying out Photography
- Greeting customers and checking tickets
- Licences and comunication

s

Risk Management and Contingency Planning officer

ere in place
if something goes wrong
on door



Monitor Evaluator

Provides a logical eye, making impartial judgements where required and weighs up the team's options in a dispassionate way.

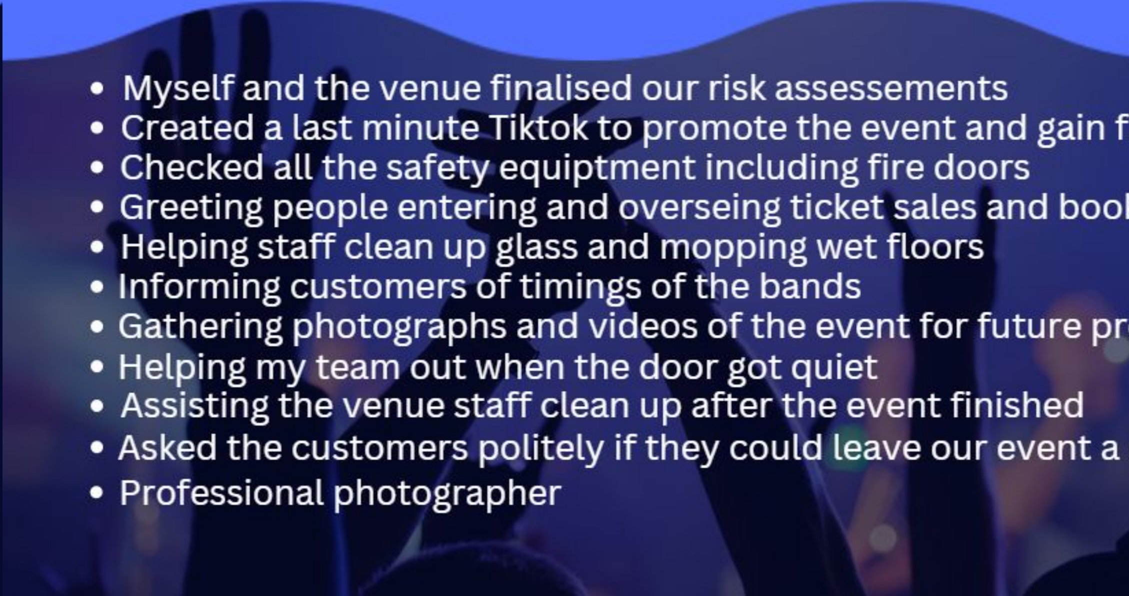
Strengths: Sober, strategic and discerning. Sees all options and judges accurately.

Allowable weaknesses: Sometimes lacks the drive and ability to inspire others and can be overly critical.

Don't be surprised to find that: They could be slow to come to decisions.

(Belbin, 2024)

Event Day Evaluat



- Myself and the venue finalised our risk assessements
- Created a last minute Tiktok to promote the event and gain f
- Checked all the safety equiptment including fire doors
- Greeting people entering and overseing ticket sales and boo
- Helping staff clean up glass and mopping wet floors
- Informing customers of timings of the bands
- Gathering photographs and videos of the event for future pr
- Helping my team out when the door got quiet
- Assisting the venue staff clean up after the event finished
- Asked the customers politely if they could leave our event a
- Professional photographer

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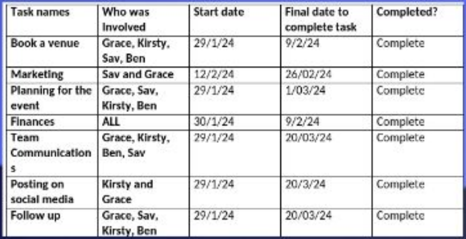
inal tickets

kings

omotion

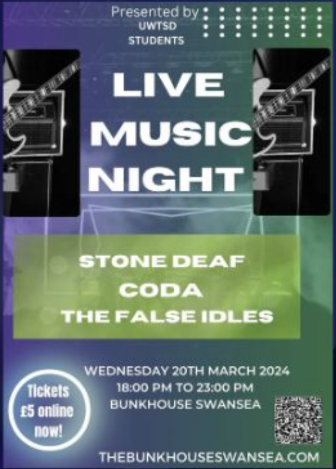
review

Strobe
Lighting
In Use



Task names	Who was Involved	Start date	Final date to complete task	Completed?
Book a venue	Grace, Kirsty, Sav, Ben	29/1/24	9/2/24	Complete
Marketing	Sav and Grace	12/2/24	26/02/24	Complete
Planning for the event	Grace, Sav, Kirsty, Ben	29/1/24	1/03/24	Complete
Finances	ALL	30/1/24	9/2/24	Complete
Team Communications	Grace, Kirsty, Ben, Sav	29/1/24	20/03/24	Complete
Posting on social media	Kirsty and Grace	29/1/24	20/3/24	Complete
Follow up	Grace, Sav, Kirsty, Ben	29/1/24	20/03/24	Complete

- Knowing
- Creating
- Maintain



Presented by
UWTSD
STUDENTS

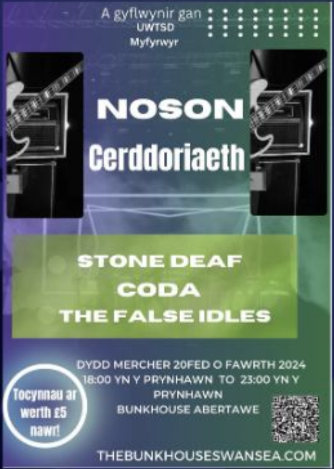
LIVE
MUSIC
NIGHT

STONE DEAF
CODA
THE FALSE IDLES

WEDNESDAY 20TH MARCH 2024
18:00 PM TO 23:00 PM
BUNKHOUSE SWANSEA

Tickets £5 online now!

THEBUNKHOUSESWANSEA.COM



A gyflwynir gan
UWTSD
Myfyrwyr

NOSON
Cerddoriaeth

STONE DEAF
CODA
THE FALSE IDLES

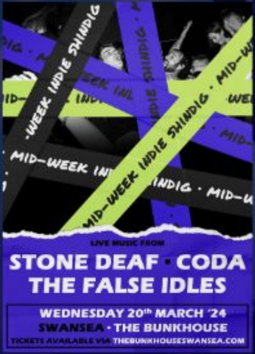
DYDD MERCHER 20FED O FAWRTH 2024
18:00 YN Y PRYNHAWN TO 23:00 YN Y PRYNHAWN
BUNKHOUSE ABERTAWE

Tocynnau ar werth £5 nawr!

THEBUNKHOUSESWANSEA.COM

Marketing

the target audience
a poster which was bilingual
ing the same colour scheme


MID-WEEK INDIE SHINDIG
LIVE MUSIC FROM
STONE DEAF · CODA
THE FALSE IDLES
WEDNESDAY 20th MARCH '24
SWANSEA · THE BUNKHOUSE
TICKETS AVAILABLE VIA THEBUNKHOUSESWANSEA.COM

Savannah

Roles and Resp

- Creating posters to ac
- Incharge of creating g
- Safety awarness withi
- Clearling smash glass
- Closing up

n Kitching

Marketing and Safety Officer

onibilites

- dvertise
- antt chart for the group to follow
- n venue
- to reduce harm to customers

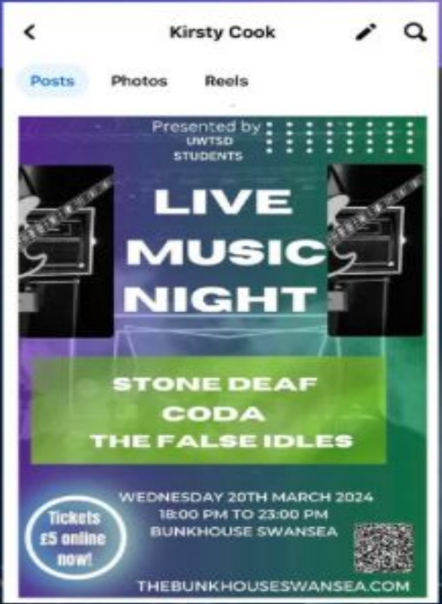
Safety

Jantex
CAUTION
WET
FLOOR

- Making sure all fire exits are clear during the bands
- Making sure all glasses have been taken out
- Closing up
- Cleaning smash class
- Caution signs for wet floor

THE
BUNKHOUS
MUSIC VENUE

SOCIAL MEDIA


Kirsty Cook
Posts
Photos
Reels
Presented by
UWTSD STUDENTS
LIVE MUSIC NIGHT
STONE DEAF
CODA
THE FALSE IDLES
Tickets £5 online now!
WEDNESDAY 20TH MARCH 2024
18:00 PM TO 23:00 PM
BUNKHOUSE SWANSEA
THEBUNKHOUSESWANSEA.COM

We advertised our poster on social media platforms such as Facebook, Instagram and TikTok. Took pictures and videos throughout the performance to keep people on social media hyped and selling last minute tickets

THE
NKHO
& MUSIC
SOUNDCHECK
@bunkhouseswansea
@coda_band.uk

Kirsty Cook

Roles and Responsibili

- Taking videos and pictures and
online to get everyone ready for
- Making sure that performers hav
they put on their ri
- Financial side: deciding how mu
how much profit we re

Social Media Director & Finanical Advisor

ties:

uploading them
the performance.
ve everything that
der.
ch each band got,
cieved.

FINANCIAL

Parts of Venue	Prices
Venue hire	FREE
Bands	£196 Stone Deaf, £100 False Idles, £100 Coda
Revenue – Online Ticket Sales	54 tickets @ £5 = £270
Revenue – On the door	21 tickets @ £6 = £126
Money made / Profit	£396

We had to check ID before we could put the riders out and discovered False Idles were underage so couldnt give them the alcohol they asked for.

Riders

STONE DEAF	FALSE IDLES
- Beers - Waters - Ice	- Beers - Waters - Ice - Cider

	CODA
	- Beers - Waters - Ice

"I saw this advertised last minute and had to come down. Great Atmosphere. Can't wait for the next one." - Maddie

"Was lovely to have time before the performace having a drink and a laugh with local people. Great music and well organised." - Jack

“My son was performing so had to come down and support - lovely staff and great music.” - Helen

“I visit the Bunkhouse a lot, staff are always great and well accommodating. All the bands performed so well. Will be back.” - Sam

R

“Atmosphere was great, Hopefully there will be another one in the furture.” - Jasminie

“It was the biggest turnout we have seen for a Wednesday night.” - Coda

“ Nice to see a range of ages of bands perform together and support eachother. Was such a great event.” - Marley

“ A Well organised event, very helpful and great layout.”- Declan

ENUE

BUNKHOUSE
BUNK HOUSE PARTY
THE MUDD CLUB
NO REQUESTS
HALCYON
UNION SOUNDS
THE BUNKHOUSE
BAR AND MUSIC VENUE
THE VELVET HANDS
REQUE
TEMPOR
BUS ST