

Arco Iris Community Samba Band Gig Manager Checklist

Information you should have already received from the Events Team

- Date of the gig
- Rough time(s) of the set(s)
- Some background to the event
- Very basic information about location and venue
- Whether it is a paying gig and, if so, how the client will pay (if a paying gig) and any other perks such as free drink or food
- Contact details for the client and record of recent conversations between Arco Iris and the client. The Events Team will send an email to the Client to introduce you as the Gig Manager, copying you in.
- Mailbox details from webmaster

Contents

Page 2	Further information to find out from/ agree with the Client
Page 3	Parade Events Busking Events
Page 4	Things to think about / discuss with the Events Team / Committee
Page 5	Emailing the band
Page 6	On the day
Page 7	Further considerations: noise risk assessment
Page 8	Further considerations: environmental health officer

Further information to find out from/ agree with the Client

☆ Before asking the Client, it's a good idea to take a look through the correspondence with the Events Team to check what has already been agreed, e.g. regarding timings and perks. ☆

Timings

- What is the exact time and duration of our set(s)?
- Does the client mind what time we arrive and leave?

Exact location

- What is the full address and postcode of the venue?
- Do they have map / directions that we can use?
- Where in the venue is the event happening?
- Is there an appropriate place that the band can meet?

If it is a paying gig

- Check that payment method, fee and invoicing have been agreed. If in doubt, refer to Events Team or the Treasurer.

Background information

- Are the sets static or do they include parades (see item on parades below)?
- Can band members bring family and friends? If so, is there a charge and how much?
- How many people are likely to be attending the event? Often there is a flyer and/or website advertising the event which can be shared with the Band.
- Are there any perks for band members, e.g. a free drink or free food (often Charity Events have a subsistence budget, so don't be afraid to ask!) Do look back through emails from the Events Team to check whether this has already been asked.

Venue details

- Will there be parking spaces available (and how many) or can we have access to drop off and collect drums? Is this limited to certain times?
- Is there a safe space for us to store drums before / between / after set(s)? Is it locked?
- Accessibility - is the gig venue wheelchair friendly - we need to let the band know this so those affected can decide whether to play

Contact Person

- Who is the main contact for organising the event *on the day*?
- What are their contact details, including *mobile* phone number for contact on the day?

Noise Issues

- Does the event organiser understand their obligations with respect to the impact of our sound on the general public? Have they considered church services that may be taking place at the same time, etc. (you can check Events Team emails to see if this has already been discussed).

Parade Events

- How long is the route, and is it circular?
- How wide is the route – can we fit through with drums?
- Will traffic be stopped?
- Are there others in parade too? If so, what is our position in the parade (are we leading, in the middle or at the back)?
- Can we walk at our own speed? Emphasise the fact that we need to walk slowly.
- Will there be stewards in front/either side to clear the route?
- Will we be passing any areas where we will need to play quietly, e.g. churches, and if so, where on the route?
- If possible, obtain a map of the route.

Busking Events

- If we are collecting for charity, get confirmation from the Events Team that we have obtained a Street Collection Permit from Cambridge City Council. Also, ensure you have read <https://www.cambridge.gov.uk/street-collections>
- Whoever we are busking for, ensure you have read the Council's busking code of practice which can be found at: <https://www.cambridge.gov.uk/street-performers-code-of-practice>, and contact market.management@cambridge.gov.uk if necessary.

Things to think about / discuss with the Events Team / Committee:

Leaders

- Are there leaders available? If you are short of leaders, email leaders@arcoiris.or.uk.
- It is a good idea to have their contact details too, especially if there is just one or two for this event.

Timings

- What time do we need to meet, considering travel and faff time? It is usually a good idea to make sure this is well ahead of our playing time (discuss with Events Team if unsure).

Transporting the band/ drums

- Can people collect and walk with drums or will we need drivers?
- If we need drivers, do we have enough volunteers to drive drums/band? Ask at practice and by email. If desperate email those who might be able to (speak to the Events Team if you think there is a problem).
- How / when will we collect and transport drums/band? If possible, it is best to do collect drums at the end of Wednesday practice.
- If needed, when can we get access to the Bathhouse? Ask the Events Team to find out.
- Make sure you have drivers' contact details.
- When loading the cars with drums, also ensure you have earplugs, rain ponchos, first aid kit, tool kit, straps and kneepads, facepaints and other costume bits (if appropriate).
- After the gig, inform the Treasurer who the drivers were.

Weather

- What is the weather forecast for the event? If you are concerned, discuss with events team.

What to wear

- Is it a white or black trousers gig?
- Is it appropriate to bring costumes / facepaint? Is there a theme? If we're playing outside, in the dark, can we decorate the drums with lights?

Cost effectiveness

- Will the cost to play the gig outweigh any monies received from playing it? If in doubt, discuss with the Events Team and Treasurer in advance.

Event contribution from non-band members

- Consider whether it is appropriate to have an "event contribution" fee for guests attending gigs where the band provided subsidies (e.g. for coach/ accommodation), £10 may be appropriate.

Emailing the band

You'll receive details of your gig mailbox from the webmaster, so that you can access your mythic beast mailbox.

- Use the guide below to send an email to the Band at band@arcoiris.org.uk
- It is a good idea to follow your email up with an announcement at Wednesday practices. You can also remind members about the event on the Arco Iris Facebook page.
- Due to our GDPR policy, please do not share contact details (phone numbers or emails) of any individuals of the band to the rest of the band. However you can provide the names of those who are driving / already signed up so that players can speak to them directly at practice to make arrangements, e.g. travel.
- In the emails to advertise the event, please include the following sentence: "If Arco Iris players plan to bring any under 18s to accompany them at the gig, please note that you will be entirely responsible for them for the duration of the event".

What to tell Band Members in your email

What: basic details about event

Date: date of event

Time: What time they need to meet (rather than when we play); what time we are likely to be finished (allow for time putting the drums away).

Where: location of event and precisely where they need to meet (directions and map if possible).

Dress code: what they need to wear

Your contact details: in case they need to contact you on the day

Costs: any costs involved

An appeal for drivers if necessary: Inform the Band of subsidies drivers might be able to claim for driving people (if outside Cambridge) or drums. Check exact amounts with Treasurer first or give non-specific amount in email.

Perks: Any perks from the organizers (food, drink, whether can stay for whole event, whether family/friends can come along, etc)

Deadline for sign-up: This needs to be made clear, particularly if we cannot bring all the drums (the deadline is usually the Wednesday night before the gig so that drums can be loaded into the cars).

Accessibility: If we know that the event *isn't* going to be accessible to all (e.g. wheelchair users) then we should let the band know in advance

On the Day

- Bring with you contact details for the Client, any drivers, leaders.
- Keep your phone on you in case someone is trying to contact you!
- Keep an eye out for drums and costumes – make sure these are kept together and kept safe, especially between or after sets when band members might not be around.
- Be aware of what do in the event an Environmental Health Officer visits (see below).

Getting there

- Make sure drivers know where they are going and parking (if necessary, give them a map).
- Sometimes parking permits are needed, in which case make sure each vehicle has a copy to display.

Arrival

- As soon as you arrive try and find the Client to introduce yourself as the contact point for the band and to confirm all details (e.g. set times, drum storage, etc.)
- If it is a static set, ask them to show you and a leader where you will be playing.
- If there is a parade try to get them to show you and a leader the route.

Afterwards

- Ensure everyone helps with tidying up and packing drums away, etc.
- Speak to the organiser again and check they're happy. Often it is appropriate to send a follow up email as well, particularly if it is a gig we would like to do again!
- Obtain payment from the Client, if appropriate, and give to the Treasurer.
- Thank everyone who has helped, and especially drivers and leaders.
- Email treasurer with final list of drivers of people (if outside Cambridge) and drums and any other people who should receive subsidies.
- If any drums suffer damage during the gig, please report the damage to the Instruments Officer.

Further Considerations

Noise Risk Assessment

The risk assessment is completed by answering the following questions:

1. Will we be playing between 11:00 pm and 7:00 am?
2. Will we be playing in a residential area?
3. Will we be playing outdoors?
4. Have we had complaints at this event in the past? (For a list of events where we have received noise complaints see our website under 'Members Resources → Noise Complaints')

If the answer is yes to any **two** or more of these questions, then mitigation should be considered. This does **not** mean that we need to change anything, only that the client should carefully consider whether mitigation is warranted and to what extent the measures should be put in force.

For example, for an outdoor event in a residential area where complaints have occurred in the past, then we might decide not to play at all. On the other hand for an indoor event late at night, in a soundproofed building, and with existing permissions for loud gigs perhaps no mitigation is required.

Possible Mitigation options include, but are not limited to:

- Adjust playing start times
- Reduce duration of sets to 20 minutes maximum, but possibly with more sets
- Request that the Client leaflet the local area around the gig informing the public what we are doing and why, laying out exactly when and how long the sets are, and asking for the public's forbearance.

What to do should an Environmental Health Officer visit the gig

If an EHO arrives and requests us to stop or reduce volume levels we must do what we can to acquiesce to their request. It is reasonable to allow us to complete a piece, but we should not extend the piece beyond what is normal. Once the piece is done, discuss the problem with the EHO and find out if there is any way to continue planned playing on the day. If not then we must stop at that point.

After the event you must inform the committee of the complaint as soon as possible.

For Reference:

Arco Iris may become subject to a Noise Abatement Order (NAO) if it can be shown that we have created a Statutory Nuisance. Statutory Nuisance cannot be easily defined, but could be described as an unreasonable interference with the enjoyment of your property. It must occur regularly and continue for a period of time that makes it unreasonable.

What will be considered by the Environmental Health Officer

- the time of the noise (noise can be a nuisance at any time of day or night)
- the duration of the noise
- the frequency of the noise
- the type of noise
- whether there is societal acceptance (eg bonfire night or church bells).

Now it is the Event Organiser that is responsible for ensuring that we do not become a nuisance, but it is Arco Iris that will suffer any NAOs! An NAO would leave us open to a £5000 fine should an EHO judge that we have breached its terms. This means that we would find it difficult to play any outdoor or late night gigs for the duration of the NAO, which is obviously highly undesirable. Therefore it is highly important that we perform risk assessments and do what we can to minimize our noise impact on the public.

If you need to contact Cambridge Environmental Health:

Telephone: 01223 457890 (or 0300 303 8389 for out of hours service)

Email: env.health@cambridge.gov.uk

Website: <https://www.cambridge.gov.uk/noise>