

## WHAT IS THIS DOCUMENT?

This is a copy of the event manager's schedule for delivering LOW PROFILE's project *PEOPLE (2022)*. This document has been written by Phil Rushworth who worked as lead Producer on this project as part of [Flock South West](#), a contemporary art production agency based in Plymouth.

This document demonstrates what the event manager had to coordinate on the day of delivering this large-scale, participatory artwork in the public realm.

This document is shared to help share knowledge around the production of large scale, participatory artworks in the public realm. LOW PROFILE and Flock South West hope that this might be useful information for anyone planning their own art events and also to give an insight into the making and delivery of this artwork for those who want to know more!

[PEOPLE \(Plymouth\) 2022](#) was made possible thanks to funding from Arts Council England, supported by National Lottery Players, 154 crowdfunder backers, Plymouth City Council's City Change Fund, and The Gane Trust.

The project was produced by Flock South West CIC and supported by our partners POP (Plymouth Octopus Project), Our Plymouth, Plymouth Culture, Plymouth City Council, The Box, and Nudge Community Builders.

## HOW CAN I USE IT?

You are free to use this information to help you plan your own events - we just ask that you credit LOW PROFILE and Flock South West at appropriate points.

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# Event Manager Schedule

## Team briefing notes

- Quick run through of cues/ schedule
- Ensure tech team knows where to put barriers and to go to dot
- Ensure Ryan and Lucy know placement to help cue speech
- Pick two evacuation gathering points and let team know
- Check radios
- Make sure everyone is happy with health and safety stuff

## Radios:

Radio	Team Member
1	Phil - Event Manager
2	Lucy - Deputy Event Manager
3	Ryan - Lead Technician
4	Carly - Lead Steward (to give to Lucy)
5	Rhys - First Aider steward (to give to Lucy)
6 - 7	2 x stewards, also acting as artist contacts during 'speech' (to give to Lucy)

(note to Lucy - if Phil can't run the event - you'll have to promote Rhys/ Sophie/ Carly to help with cues etc!)

## Placements

(underlined have radios)

Lucy

Josh

Carly

Elaine

Jack

Rhys

Sarah T

# PEOPLE

P1

E1

O

P2

L

E2

Rachel LP

Sue

Helen M

Adam M

Sarah M

Hannah LP

Helen W

Ashanti

Ryan

Phil

### Overall Schedule

Time	Activity	Responsibility
Xhr - X:30hr (e.g 2pm - 2.30pm)	Artists, Event Manager, Deputy Event Manager, Technicians, Drone photographer and Lead Stewards arrive on site.	All
	Team briefing and radio testing. High-vis and name tags given out.	Event Manager & Artists
	Checking ground markers remain intact. Collect pedestrian barriers and unload participant packs, banners and footstools.	Artists and technicians

	Phil & LOW PROFILE discuss shots etc. with Jay.	Event Manager, Artists, Drone Photographer
X:30hr - X+1.30hr  (e.g 2.30pm - 3.30pm)	<p>Stewards arrive on site and are briefed.</p> <p>Technicians replace any missing ground markers and set up pedestrian barriers and tape cordon, including 2 x spaced for egress and exit.</p> <p>Drone photographer sets up and consults with artists and event manager</p> <p>Documentary Photographer &amp; Press Officer arrive</p> <p>Stewards greet and talk to any participants that have arrived early</p> <p>Participant Goody bags are unloaded (stored in boxes for each letter) and placed by each letter</p>	<p>Deputy Event Manager.</p> <p>Technicians</p> <p>Artists and Drone Photographer</p> <p>Documentary Photographer/ Press Officer</p> <p>Stewards</p> <p>Technicians</p>
X+1.30hr - X+2hr  (e.g 3.30pm - 4pm)	<p>Participants start to arrive. On arrival they are greeted/ briefed by stewards, enter the corderend off area, handed their Goody bag and lined up in place in their letter. This ensures that stewards &amp; participants know that anyone standing inside the barriered area and with a Goody Pack has been briefed and is ready to go. Anyone outside of the area has not been briefed.</p> <p>Any press scheduled to arrive and met by Press Officer.</p>	<p>Stewards, Event Manager</p> <p>Press Officer</p>
X+2hr - X+2:20hr  (e.g 4pm to 4.20pm)	<p>Drone photographer launches drone to line up the shot and check placement of participants and any position changes are communicated to stewards via radio. <b>EM or DEM to be radio liaison for Jay</b></p> <p>Technicians remove barriers and tape</p>	<p>Drone Photographers, Artists, Event Manager</p> <p>Technicians</p>

	<b>EVENT MANAGER CUES BELOW</b>	
X+2:20hr - X+2:50hr  (e.g 4:20pm - 4.50pm)	Once in position is agreed:  Drone photographer launches second drone takes images  Artists and stewards lead the participants in a communal speech  <b>EVENT MANAGER CUES BELOW</b>	Drone Photographer  Artists, Stewards
X+2:50hr - X+3hr  (e.g 4.50pm - 5pm)	Artists thank participants and the crowd is encouraged to disperse.	Artists, Stewards
X+3hr - X+3.20hr  (e.g 5pm - 5:20pm)	Technicians pack away barriers and tape cordon and remove tape Stewards check site for and pick up any discarded material from welcome packs	Technicians  Stewards
X+3:20hr  (e.g 5:20pm)	Team debrief and vacate area.	Event Manager, Deputy Event Manager, Artists

### Detailed Cues

<b>Time/ Prompt</b>	<b>Action</b>	<b>Who to direct</b>
Participants in place in letters	Technicians to remove barriers & head to full stop Lucy or Phil to be next to Jay for Radio Liason Jay launch drone to check positioning Communicate to stewards any repositioning	Ryan  Lucy/ Phil  Jay  Lucy, Carly, All steward radios
Barriers and removed We're happy with placement Tech team etc. in full stop	Main Photo is taken	Jay
Photo is taken	LP & Speech stewards in place on stools (Carly & Lucy & 1+ steward to ensure everyone in place)	Carly, Lucy, All Steward radios
Speech stewards in place	Hands up (Rachel radio person)	Rachel radio asst.

All hand's up (check with all radios)	Count down speech	Check: Lucy, Ryan
Applause	All clear to disperse Stools to the side Stewards to encourage people to leave	All team