

Proposal

Online postgraduate
Project 2 Glastonbury

In order to merge the gap between artists and their supporters Glastonbury are introducing a new stage area and event, that will facilitate an intimate audience with artists. This will allow supporters to interact with the artist through a Q&A session with a roaming microphone. The artist will mostly be talking but may however want to perform one or two songs as part of the session.

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About Us

In a world of algorithms, artificial intelligence, and word of mouth, companies and organizations have no other choice than perfection. Skye Bloom has brought together a team of event specialists to organise High-End Events to serve our clients' goals.

Our strength is the unique international set up. We are based in London & Amsterdam. Our team worked together on over 50 large projects, corporate and private events in the past 10 years in the UK and also around Europe.



Our Philosophy - BE A PARTNER

The better we understand your business needs, the better we can serve you.
As a partner you can trust, we deliver the best results - for you and your customers.

Our Goal - MORE THAN JUST GREAT IDEAS

Our perfect implementation leads our business partners to success.
From events, exhibitions and incentives to effective marketing and creative design, our thought-through communication generates emotional added value for our customers. We're a team of specialists with many years of experience and profound expertise in all kinds of different sectors.

Our team



Timea Arany



Inna Iljina



Yuliia Kovalenko

Mission Statement, Objectives & Target Audience

Mission statement

To bridge the gap between artists and their audience through delivering an intimate atmosphere at a new stage of Glastonbury.

Target audience

1. Anyone up to any age and any gender
2. The average age of Glastonbury goer is 39 y.o.

Objectives

1. To deliver 50 hours of artist-to-supporter intimate interactions for 10,000 pre-selected supporters over the 5 days.
2. To create a space that facilitates an intimate interaction between the artists and their audience.
3. To merge the gap between the artists and their supporters.

Creative Concept and Title

"There is a level of intimacy, which is a little nerve-wracking. I feel my music come out best in a close living room concert" - some artists say

How astonishing would it be to **have a peek in the artist's personal space/life** and **have a conversation like with a friend?** When an artist is in his familiar environment (like in his **living-room**), the **cosy** and **homely atmosphere** could give an opportunity to have **a heart to heart conversation**.

How amazing would it be for the fans **to step into the artist's world**, to sit with them and listen to their stories and ask them questions?

Our stage will feature the artist's personal photos, posters of the artist's tours or exhibitions. It would feel like being invited as a friend to the artist home, like being in an artist's **close circle of friends** for one hour.

Within a close circle of friends, the most **open and intimate conversations** take place, **personal stories** are shared, most secretive questions are answered.

With our event, we invite the audience to **step into the world** of the artist and join his or her **close circle**. *Close Circle: Step into the world of your favourite artist.*

Benefits of Close Circle

1. An intimate, live experience for both audiences and performer.
2. All guest have the possibility to experience the artist and his art in the most personal way yet in a relaxed atmosphere.
3. Nothing stands between the audience & the artist. The Close Circle event series will be an unplugged event, where phones and any other electronic devices won't be allowed.



Logo

Stanley Donwood is a well-known artist in the music industry. Among the other projects, he has done the artwork for Radiohead's records, book covers for JG Ballard's novels, art direction for a film about nuclear weapons, artwork for Glastonbury. We had a pleasure to work with Stanley Donwood, who is a designer of our logo and art installation (the banner) of our Selfie zone.



Production Plan

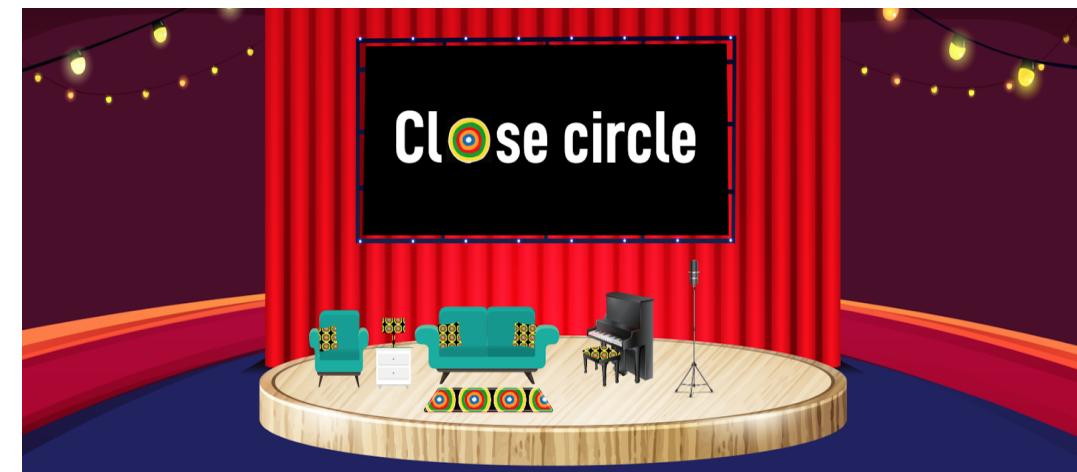
We want to create an intimate, warm, cosy **atmosphere**.

We want our **attendees to feel** like they're sitting in the artist's living room.

We want to **send the message**: Close Circle allows you to get closer to the artist, to step into the artist's world, to visit the artist like visiting an old friend.

Stage setup: for creating a cosy living room atmosphere

- Fairy lights
- Carpet
- Sofa, coffee table
- Cosy lamps.

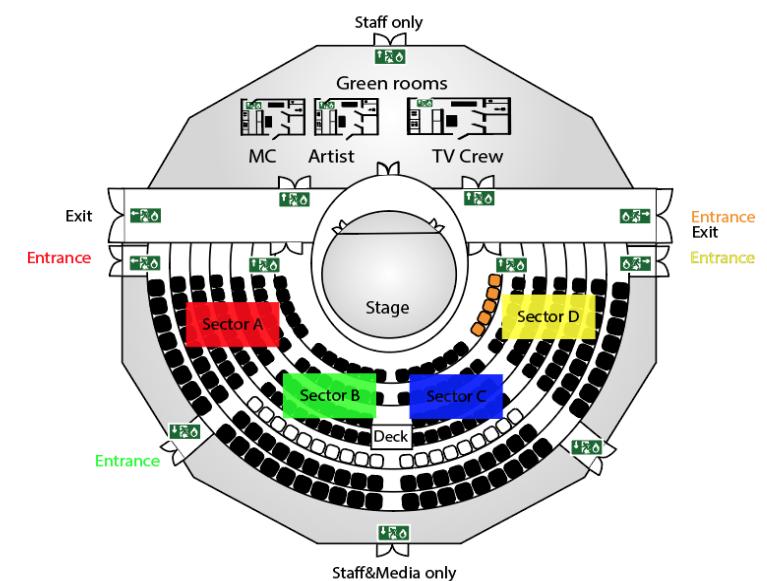


Stage setup: for personalising each artist session

- Photo frames with the artist's personal pictures
- Posters from the artist's life (on the big screen)
- Music & video of the artist's and his/her favourite music
- Music instrument of the artist or drawing board.

Venue and auditorium set up

- The main tent in the **circus shape** with **theatre type seating**. The rows slightly elevated to assure the stage will be visible from every seat.
- **Auditorium** with a **half-round setup** and **round stage** goes with the name of the event.
- Since ancient times, theatre setup was used for **one actor's show**.
- Air conditioning system in the tents to ensure **fresh air at all time**.



Audience seating arrangements & feeling components

- **Comfortable soft bean bags** with cushions to reinforce the concept of the living-room and add to the creation of a **homely atmosphere**
- **Fairy lights** hanging from the ceiling and visible all day long (it will be dark in the main tent) will add to the **cosy feeling**
- **Warm colours of Glastonbury's and Close Circle's logos** in the interior, cushions
- **Warm (yellow) lights** will be placed around the edges of the tent along the sides and back to give guests that **warm feeling**.
- **Great sound** so it feels like **the artist is sitting next to you**.

Light

Light for the stage. Excellent light to film the artists speaking and performing songs; to make professionals video:

- Key Light – a primary light source that hits the speakers from one side not too far above the head
- Fill Light – a soft light pointed at the speaker at a lower strength on the opposite side of the Key Light

Grab attention at the beginning of the session with light (like switching on the light on stage = like artist's entering their living-room).

Light for auditorium:

- Fairy lights hanging from wall to wall under the ceiling above all the audience (see Decor Light image on the right)
- Light control deck to regulate the intensity of light
- Brighter light during the audience enters & exits and to lighten the audience reactions when filming it.

Audio*

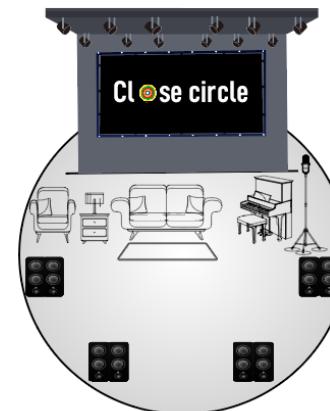
- Our excellent sound PA system will provide everyone in the venue to hear the artist like he or she's speaking next to them
- Monitoring the speakers to make sure that MC and Artist on stage hear the questions from the audience and themselves

- Wireless microphones: one hand microphones & one headset for the artists and MC (plus spare ones)
- High-quality microphone on a stand near the stage, pointing back towards the audience to record the audience reactions
- Three radio sets for event managers to communicate between each other and the session presenter (the MC)
- Two Catch boxes - a throwable microphone (for the audience to ask their questions).

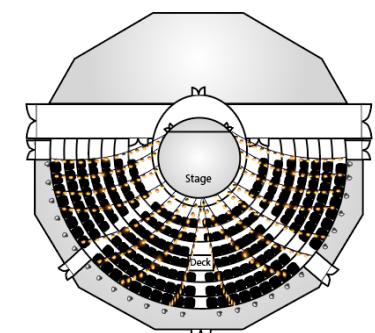
Stage equipment

- Tablet to read the questions
- Presenter's screen to manage time
- Backstage LED screen wall to show the videos of the artists on it
- Keyboard, equipment for connecting any other instrument to the sound system.

Audio, visual and light tech



Decor light



*Audio plan is based on the sound setup of a theatre or a concert hall: 4 speakers with 4 subwoofers standing like on the floor plan will give a great level of sound around the all tent. The full list of AV equipment can be found in the Appendix.

Sponsorship

Media partners

The guardian

- One of the most popular daily newspapers in the UK and the world
- Glastonbury's media partner
- Demographic 35-64 y.o.

Providing us with media coverage from online and in print.

NME

- New Musical Express is a British music journalism website and a former magazine
- Glastonbury's media partners
- Demographics 17-30 y.o.

Providing us with media coverage from online and in print.

BBC Radio 1& BBC Radio 6

- The two most popular BBC radio channels
- Were broadcasting the Glastonbury festival in the past decades
- Demographics: BBC Radio 1 (15-28 y.o.) BBC Radio 6 (25-44 y.o.)

Providing us with tickets' distribution, Radio DJs to host Close Circle.

Our proposal to the media partners

- 1st hand in writing about the new stage area and the artists
- Rights to use selected images of our event
- Best seats during the sessions.

Benefits of having Media Partners

- Raising awareness about the event and its visibility
- Expanding the reach
- Activating other sponsors and attracting new sponsors
- Proving ROI to current sponsors
- A guarantee of exposure, protecting against the fickle nature of organic media.

Sponsors and Sponsorship Packages

All the sponsors are local companies from the UK with a great reputation, high ethical and eco-friendly standards, willing to expand their brand.

Sponsor of marquees (the main tent, Grand Circle's tent and Press & Media zone's tent)

Mobile Structures UK

<http://www.mobilestructures.co.uk>

- One of the largest providers for tension structures in the UK
- Big top has a full blackout capability for lighting effects; the roofing structures can support full show light and sound rigs
- Cover all security and risk assessment aspects.



Sponsor of the atmosphere (AV & Technical)

Evans Audio Visual Staging LTD

<https://www.evansstaging.co.uk>

- Provide full solution for sound, light, video and stage
- Highest quality on very competitive prices
- A highly competent team who will put our event a reality and ensure that attendees will enjoy on it
- Provide services to Slapstick comedy festival, Glastonbury and others.

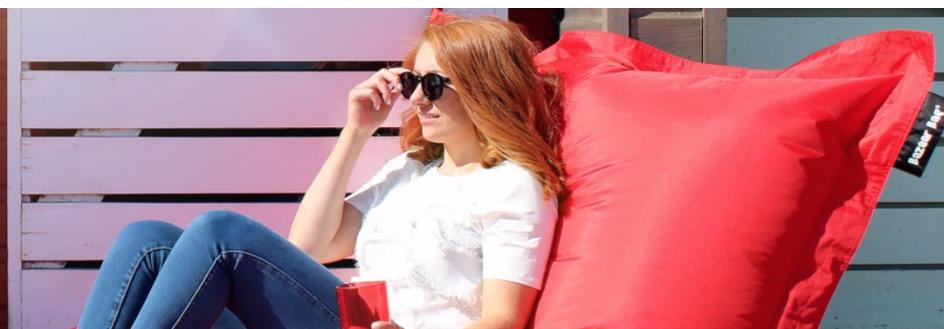


Sponsor of the Comfort (Seating Arrangement provider)

Beanbag Bazaar

<https://www.beanbagbazaar.co.uk>

- Britain's soft furniture experts, bringing the best British design items
- Passionate about discovering the trends in home comfort
- Their products bring joy and cosiness.



We will offer to all the sponsors

- Exclusivity for each sponsor (the one and only company within its product or service that has a relationship with the event)
- There will be few publications by our media partners: The guardian & NME, BBC Radio 1 & Radio 6
- Association with the new stage area of Glastonbury
- Highlighting that the sponsors are our partners and not only sponsors

- Recognition on Social Media posts: highlighting that this experience became possible because of our sponsors
- During the setup of Close Circle area
- Thank note after the festival
- 2 entree tickets to any of the sessions (unlimited sessions).

Personal Sponsorship Activations

For Marquee's sponsor The Mobile Structures UK

- Highlighting in the press of our media partners that they are title sponsors and provided super functional marquees

For Sponsor of the atmosphere Evans AUDIO VISUAL STAGING LTD

- Smart wall/live wall, with Instagram posts and images - mentioning on Social media and press that this interactive experience was provided by the sponsor
- Streaming exclusive rights and mentioning that they are streaming.

For Sponsor of the comfort Beanbag Bazaar

- A relaxed lounged zone around selfie/interactive wall area - mentioning on Social media and press that this interactive experience was provided by the sponsor
- Small logos on beanbags - audience's seats.

The benefits of sponsorship packages

- Differentiation of brand
- Being a part of a great event series
- Exposure to the potential clients to B2B for Mobile Structures and Evans AUDIO VISUAL STAGING LTD, to B2C for Beanbag Bazaar.

Note: we respect Glastonbury non-commercial approach to sponsorship, however, we allow few mentionings on social media platforms. The event became possible because of the help and support of our sponsors in order to keep the experience free and accessible for everyone.

Grand Circle Experience

This experience will give an ultimate additional time with the star of each session in a layback atmosphere. The attendees of these side events will be those lucky 20 people per session who won the contest of the best stories " Why I want to step into the world of the artist".

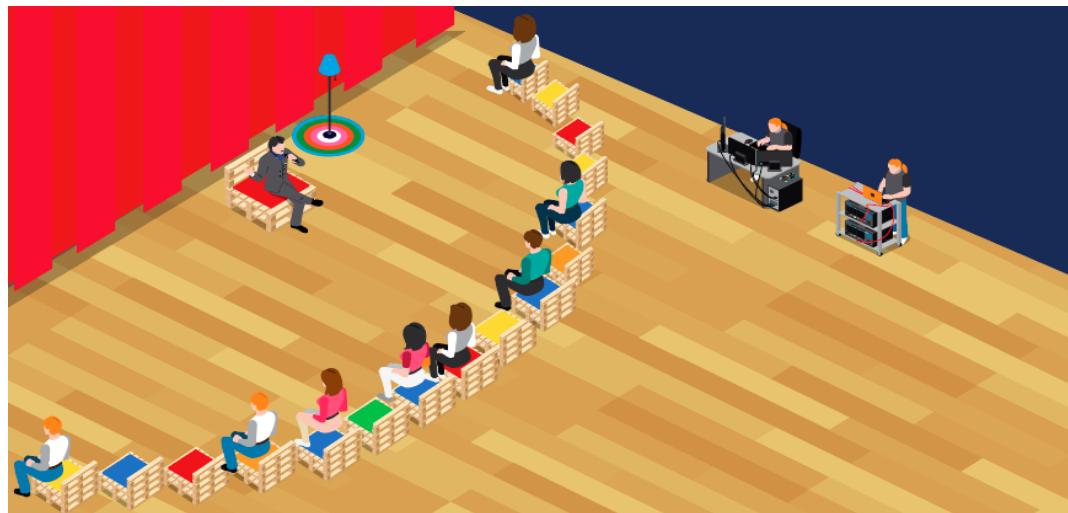
After each Close Circle session, 20 attendees will have the chance to meet the artist in the Grand Circle tent, where they can:

1. Take pictures with the artist
2. Autograph session
3. Chat with the artist

This experience would be an additional 40 mins with the artist. It would give the attendees the opportunity to have a peek behind the scenes and meet not only the star of the show but meet his or her entourages as well. The tent will be harmonised to our main stage. The interior of the tent will be set as a 'living room' with wooden palette sofas, cushions, puffs. The press and the media won't have access to this area as we wanted to ensure that the fans could have unlimited fun with the artist naturally.

Interior of the tent

- The seating arrangement would be in a half-circle or U shape, to create a similar atmosphere we have at our main stage with wooden palette sofas, cushions, puffs.
- Small fridges with some refreshment for the artist and their entourage.



AV

- LED screen 65inch (144X81cm)*
- Sets of speakers, simple mixing table for DJ and small mixing deck
- Lighting should be warm and give a nice layback atmosphere.

* Make sure the artist can connect their phone to the screen and share any content on the screen.

Tickets Management Plan

We'll distribute tickets for each session (**200 tickets*/session**) via our Media partners BBC radios and on our Social media platforms.

Media Radio partners (80 tickets)

Contest related to artists on BBC Radio 1 and BBC Radio 6 during morning and evening shows:

- 1 week = 10 artists
- 2 artists per workday: one artist in the morning shows, another artist in the evening shows
- Each of the radios will draw 40 tickets per artist** We will take care of contacting the winners for the tickets.

Benefits

- It will help the promotion of "Close Circle" event massively, as it will be spoken about the artists participating in Close Circle on radios that cover the most popular audience of Glastonbury:
 - BBC Radio 1 (15-28 y.o.)
 - BBC Radio 6 (25-44 y.o.)
- The contests/promotion will take place during the same 10 weeks time as Social media contests.

Social Media Contests (120 tickets)

60 tickets: 30 Best questions & 60 tickets: 30 Best Stories**

Best Questions Contest:

- Glastonbury goers will need to come up with the most interesting questions to the artist
- The Glastonbury audience/fans will select the best questions by liking the post. Some of these questions will be asked during the sessions.

Benefits

- A wider audience will be able to hear the answers to the questions they are interested in the most; the artists will become closer to many more of their supporters.

The Best story Contest

"Why I want to Step into the World of (artist name)":

- Attendees will need to write (in a comment section on our Facebook page) why they want to come to our gig and meet a particular artist = "Why I want to Step into the world of (name of the artist)". The authors of the most liked stories will win two passes to the Close Circle event.
- The winners of Best Story Contest also take home two tickets to the Grand Circle side event, where they can meet with the artist in a smaller and more layback setup.***

Benefits

- The fans who deserve the most to get even closer to the artist will get that chance
- Audiences of Social media like personal touching stories.

**Only people with a purchased ticket to Glastonbury can participate.*

*** Each winner gets 2 tickets.*

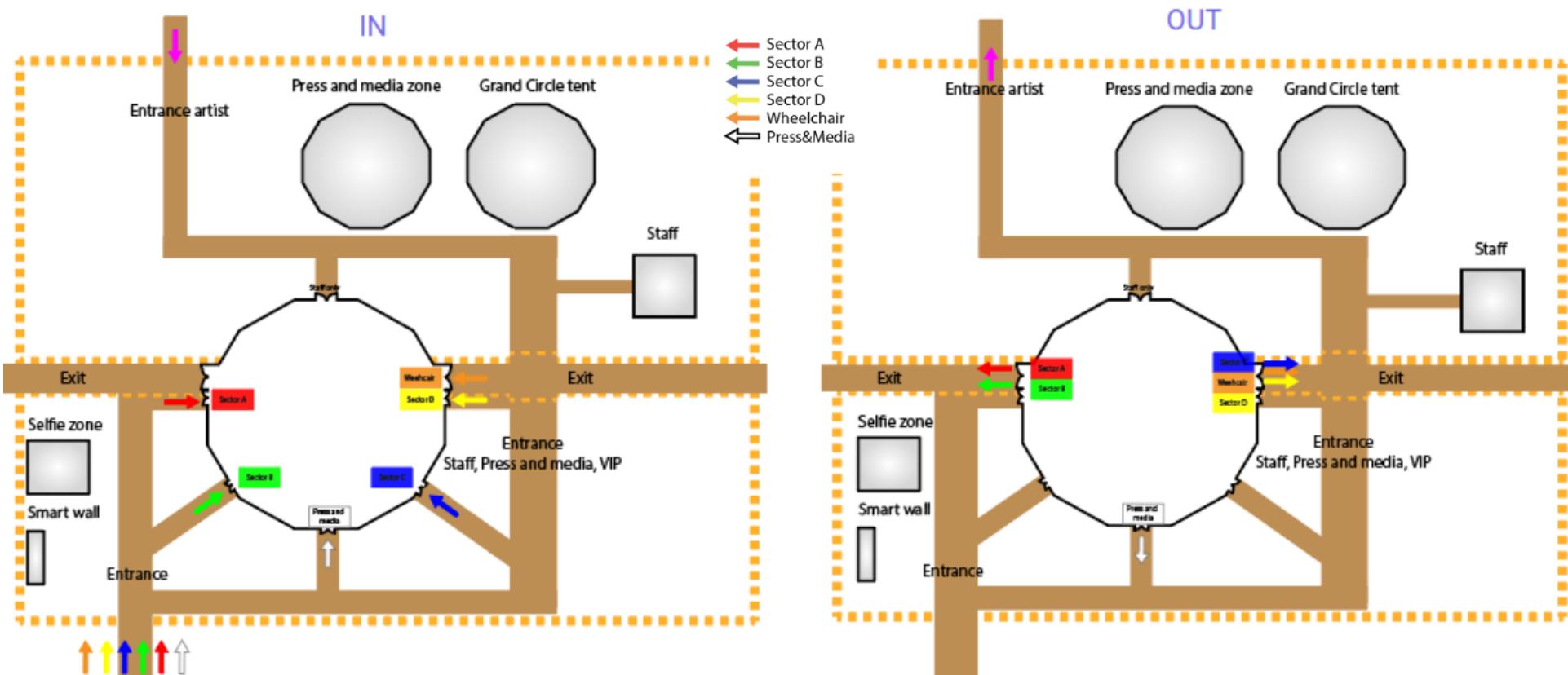
****See more information about the Grand Circle on page 8.*

Advantages of contests

- The contests are linked to the objectives of the event: bringing the audience closer to the artist
- A wider audience will hear the answers of the artists to the questions they are interested in
- Having the best questions before the event will give the artists enough time to prepare for the sessions
- It'll give a chance to the fans to get into the Close Circle event
- Contests are a cost-effective strategy to break through the noise on social media.

Site Security Ideas, Attendee Management Plan & Flow Onsite

- The Event will be preferably located next to the Poetry and Acoustic stages because it's quieter than other areas of the festival.
- The details of the Event's location on the ground and directions will be revealed only to the ticket owners.
- To make sure we have people to the session on time we'll ask them to come 45 mins before their session to the main entrance.
- The Event area will be separated with straw fenced: only crew, press, artists and attendees of our event can get in. The audience only accesses the main tent & the outside space in front of the main marquee (please see a plan below).
- After each session, people will leave via separate exits that lead directly to the Poetry and Acoustic area. This will avoid mixing leaving and entering people. The security will be controlling the exits to reassure no unauthorised person getting in via these exits.
- There will be security at all entrances of the staff, artists, press tent and next to the main stage and also at the Grand Circle tent.
- There'll be additional security guards during the nights for the safety of filming and AV equipment.



Getting to the session

Only attendees with tickets will be allowed to enter the Close Circle area. The stewards at the entrance will check the Close Circle's electronic bracelets of the attendees and if they came on time. The securities at the entrance to the event area will not allow drunk or visibly high people to get in.

The sessions will be running from 11:00 till 01:30 with 30 mins break between the sessions:

10 mins for people to leave after the session (we will put bright lights on, and indicate to use the two exits).

5 mins to fix everything, pick up any rubbish and change video/music setup for the next session.

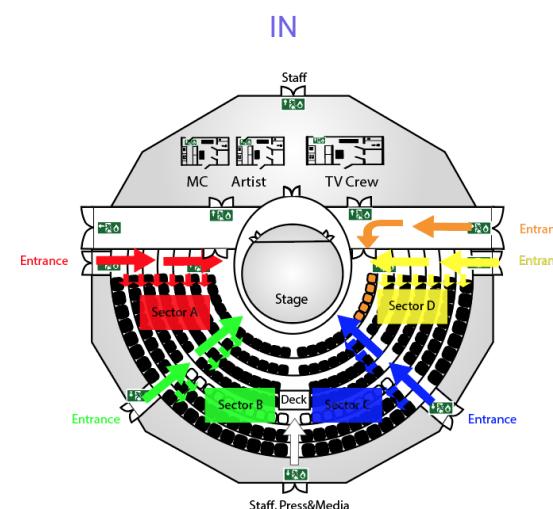
15 mins for people for the next session to enter and take their seats.

The following will make sure that the above timing is respected:

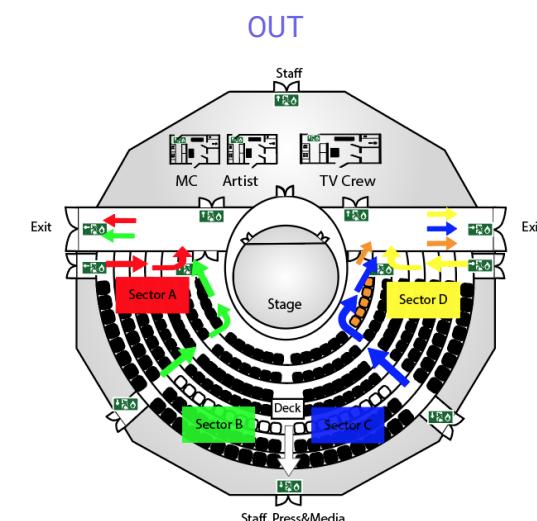
- We divided the auditorium into 4 sectors with an equal number of seats.
- One entrance per sector with 2 lines to enter* will provide us more than 20 secs to scan the bracelet/ticket per person and about 8-10 mins for the people to take a seat.
- The first row will be taken by the people with Grand Circle tickets and roll chair visitors (they will enter from the exit of the stage).
- Journalists, bloggers and media Partners will enter via the separate Staff & Media entrance.
- The sectors will be separated & colour-coded from the outside & inside of the tent to make the orientation easier.

- There'll be stewards(volunteers) at each sector to help the attendees to find their place (attendees will have an electronic ticket on their phone).
- The seats will be numbered to ensure that attendees find their seats faster & there will be no people rushing to occupy the best spot.
- There'll be randomised allocated seating numbers. We'll transmit to our audiences that from every seat in the auditorium they could see & hear the artist perfectly.

*Queuing studies have revealed that the most acceptable queuing method is a single queue accessing multiple stations



← Sector A
 ← Sector B
 ← Sector C
 ← Sector D
 ← Wheelchair
 ← Press&Media



Staff/Crew Details & Their Needs While Onsite

Two 8 hours shifts + 30 mins lunchtime
 for technical/filming crew, volunteers & security

1. 09:30 - 18:00
2. 17:40 - 02:10

Lunchtime for volunteers and security

Duration: 30 mins; Place: staff tent
 1st shift (12:40 -15:10), 2nd shift (19:40 - 22:10)

Tea break for volunteers and security

Duration: 15 mins; Place: staff tent
 1st shift (15:00 -17:00), 2nd shift (22:00-00:00)
 Volunteers will rotate between the roles/places,
 thus going to lunch will fit in smoothly into their
 shifts.

F&B for Technical crew and TV crew

Tea, Coffee & sandwiches in the morning will be provided & serviced in the TV Crew Greenroom;
 lunch to be served at the same time as the volunteers and security guards.

Water - all the time (in the TV Crew room and staff tent).

Technical crew for one shift

2 sound technicians
 2 lighting technicians
 1 screen technician/manager
 1 all-around technician/assurance technician
 1 stage manager
 1 project manager/technical director

Filming crew for one shift

1 Video Director
 7 cameramen

Securities for one shift

Securities (21 in total)

- 2 at Staff & Media entrance of the Main tent
- 2 at the staff only entrance (for Green rooms)
- 2 at the entry gate
- 2 at the entrance to Media, Grand Circle & staff area
- 2 at Grand Circle tent's entrance
- 2 at Press and Media Zone
- 4 at the audience's exits (2 at each side)
- 2 next to the main stage (one at each side)
- 3 night shift securities

Volunteers for one shift

Stewards (18 in total)

The 3-in-1 role, rotating: checking tickets, helping attendees to find their sector & seats, assisting them to leave, take the Grand Circle attendees to the tent of that experience, cleaning and resetting tents between the sessions.

8 at sectors' entries, welcoming to proceed to sectors (2 per sector), cleaning Grand Circle area after sessions

4 to assist the attendees to find their seats (one per sector), and to accompany the attendees to Grand Circle experience

4 at the entrances of the Close Circle area (two entrances, two per entrance), to guide reduces mobility attendees

1 Artist manager's assistant

1 Press & Social media manager's assistant

Management per shift

1 Team leaders/supervisors for 16 volunteers
 1 Team leaders/supervisors for 18 security

Skye Bloom's managers on site

- Project manager/Event Producer
- Artists & MCs manager
- Venue & crew manager
- Press & Social media manager
- Stage manager

Strategy of Press Management Onsite

Why?

Something special is the perfect way to get our brand new stage at Glastonbury to those who can make or break its success – the media. Nowadays, though, it's not only journalists who have the power to take a product to the masses. Social media influencers also have a huge number of followers.

Having built a sizable number of followers and a trustworthy reputation, influencers have instant access to the potential target audiences.

Press and media tent is designed for the **purpose of awareness, media coverage, brand recognition by consumers and reaching influencers**.

How?

Press and Media Zone

We decided to propose an idea of a separate tent only for press, media and social media influencers. We want to make "Close Circle" even closer for influencers thus we invite them to "step into our world" like never before.

Events:

1. **Press launch** of the Close Circle event series on the 1st day
2. Daily mornings **Press briefings with four artists of the day**

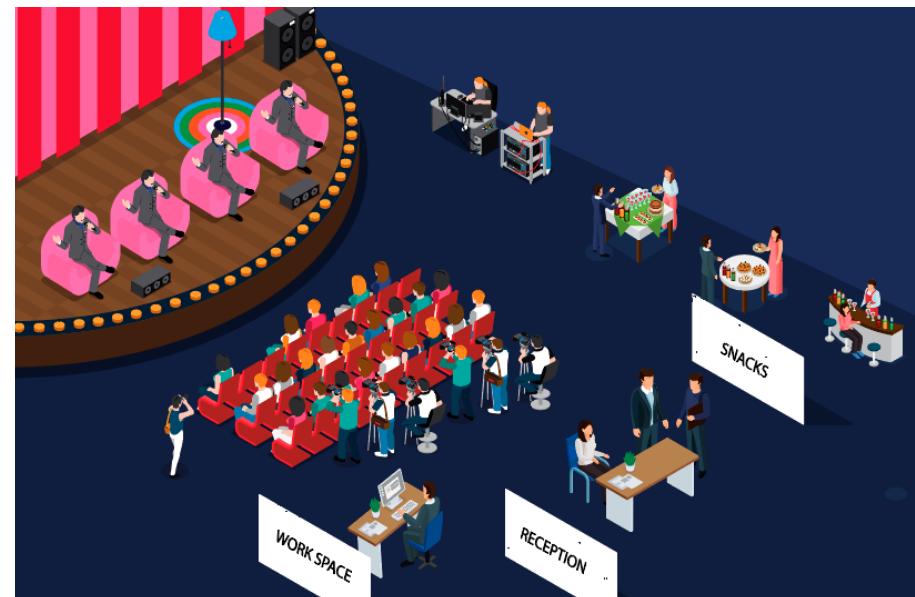
The type of questions:

- Why do you take part in the Close Circle event?
- What do you expect from the Close Circle event?
- Tell us about the most memorable interaction with your fans that you ever had

3. **15 mins interviews with each artist after their session.**

Features:

- An area with snacks and drinks during the whole event
- Working space with a desk, networked printer, secured for the media to write their stories, post them, download photos etc.



Cameras' Placement Plan

Essential equipment

- 6 identical cameras (same model) that, at minimum, record in 720p
- Enough AJA Kipros to capture each camera's feed and a GFX feed
- A multi-camera and GFX switch
- Another AJA Kipro for recording the live mix
- (HD)SDI feed (like the Livestream Broadcaster) of the video switch with embedded audio
- A robust ethernet drop (10mb), preferably dedicated to the upload.

Staff

- Video Director/Tech Director to call and switch between cameras and GFX
- 7 cameramen.

Cameras (please see the plan* to the right)

Camera 1 - the primary camera, for medium close-up shots & medium shots of MC.

Camera 2 - the primary camera, for medium close-up shots and medium shots of the artist, and when he/she is playing the musical instrument.

Camera 3 for long shots with the MC's and artist together, for medium and long shots, when artists look towards sector A or look/speak towards the MC (we assume that artists will be mostly speaking to the audience).

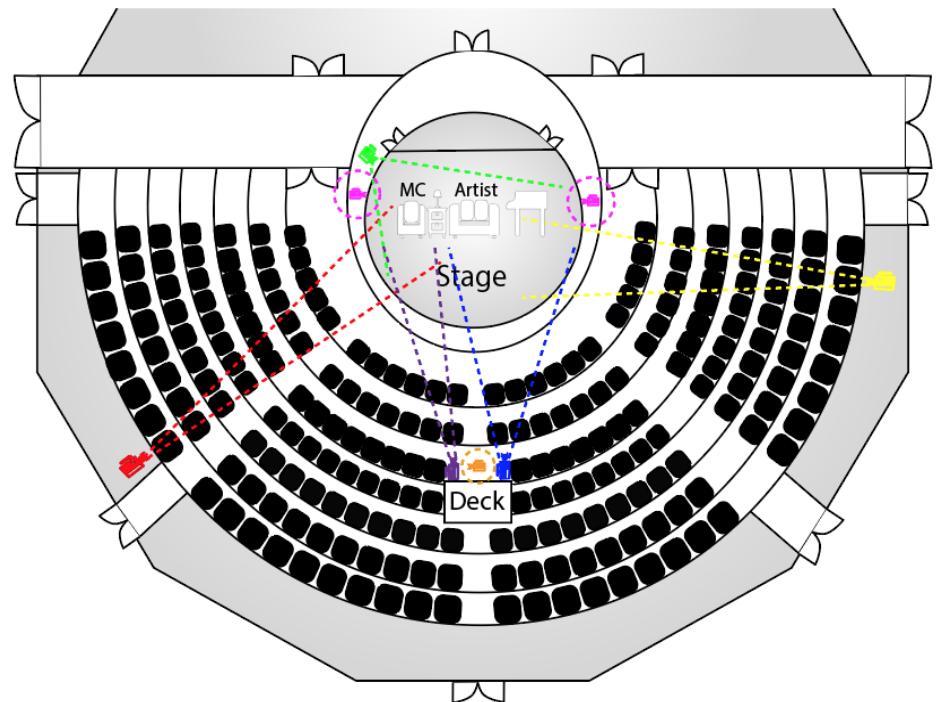
Camera 4 Left handheld cameras dedicated to capturing audience reaction close-up shots, for close-up high/low profile shots of MC, close-ups actions of MC's, and to capture artist's and MC's entrance/exit. It can move within the radius.

Camera 5 Right handheld cameras dedicated to capturing audience reaction (close-up shots of 1st rows) and face close shots of musicians when playing. Can move within the radius.

Camera 6 to film all auditorium and stage, for long overarching shots of the stage and auditorium together, for long shots of musicians when playing

Camera 7 to capture the whole auditorium and stage setup from the back, to see the audience with the artist's eyes, for over the shoulder shots of the artist and to capture artist's and MC's entrance/exit.

Extra camera for online streaming.



*The proposed camera placement will assure that **every essential detail of the event will be filmed**, the online and TV audiences will get the same intimate audience with the artists as attendees. Namely, **the viewers will get a feeling like an artist is speaking to them as if they were sitting at the auditorium**. The placement of the cameras **will not spoil the view on stage** to any attendee and **the audience's reactions will be filmed**. When placing the cameras we took the stage's, auditorium rows' and cameras' heights into account. The BBC will be filming this event. They have all needed cameras to make sure that every detail of the event is covered. We will be collaborating with the BBC so any adjustments regarding the cameras' type are possible (to film everything as written above).

List of the Artists & Schedule for 1 Day

We wanted to give the audience an incredible experience and meet artists from different fields of the music and creative industry. Each artist represents a different stage and aspect of Glastonbury.

Our one-day line-up

	Name	Intro	Area	Schedule
1	Stanley Donwood	Famous UK designer, created the logo Close Circle	Designer artworks	11:00-12:00
2	Misty Buckley	Misty has designed productions for a variety of artists including Coldplay, Stormzy, Ariana Grande, U2, Biffy Clyro, Take That, Elton John, George Ezra and Jorja Smith in addition to televised events	Production designer for musician	12:30-13:30
3	Matthew Joseph	An award-winning people-focussed advertising photographer & director	Photographer	14:00-15:00
4	John Hegley	British performance poet, comedian, songwriter	Poet, songwriter	15:30-16:30
5	Glass Animals	The psychedelic pop band formed in Oxford, England led by singer, songwriter, and producer Dave Bayley with his bandmates and childhood friends Joe Seaward, Ed Irwin-Singer, and Drew MacFarlane	Musician	17:00-18:00
6	Fatboy Slim aka Norman Cook	Fatboy Slim aka Norman Cook is a well-recognized DJ around the world		18:30-19:30
7	Celeste	The singer-songwriter brings a jazz sensibility to R&B-inflected pop that belies her 25 years. She's one the Brits' Rising Stars and released a collection of hits. Topping many "ones to watch" lists of UK artists is LA-born, Brighton-raised Celeste.		20:00-20:30
8	Kendrick Lamar	American rapper, songwriter, record producer, and singer. He is regarded by many critics and contemporaries as one of the most important and influential hip hop artists of his generation, and as one of the greatest rappers and lyricists of all time.		21:30-22:30
9	Jo Brand	English comedian, television presenter, she is well known being the host of the great British Bake Off	Comedian	23:00-00:00
10	Dua Lipa	English pop singer, songwriter and model	Musician	00:30-01:30

Provision for Artist Green Room

The green room should have:

- Makeup and hairdresser artist, mirror
- Private secure restroom with a sofa which allows the artist to recline.
- Chairs for artist's entourage and a table to sit and eat at comfortably are also desirable
- Iron and ironing board
- Internet access and multiple electronic outlets and adapters
- Air conditioner
- WC
- Each green room will have in-room dining service and artists will be able to order food and drinks from the special green room's menu.
Most common requests are water, juice, soda, tea, coffee, alcohol, sandwiches, veggies, snacks, healthy food and vegan food.

List of Masters of Ceremonies (MCs)

- Greg James
- Lauren Laverne
- Annie Mac
- Nick Grimshaw
- Back-up MC:
- Mary Anne Hobbs & Steve Lamacq (morning sessions)
- Alice Levine & Dev (Evening Session).

For the daytime sessions, Nick Grimshaw and Annie Mac will host our event series. They are both Radio 1 DJs. They've co-hosted together some of the broadcasting shows of Glastonbury. They have great chemistry which creates a great atmosphere and will bring joy and great conversations to our event series.

For the evening sessions, we will have Lauren Laverne and Greg James. Both of them host the most popular breakfast shows. Lauren Laverne has 1,3 million listeners, Greg James gained 343,000 young 10+ listeners in the previous quarter, and BBC Asian Network saw a boost in its audiences. They are both well known for being funny and creating a great and lighthearted atmosphere with their fun and lovely personalities.

Briefing Documentation for the Master of Ceremonies (MC)

Before the festival

A couple of months before the actual festival The project manager & Communication manager will brief the BBC Radio representative. They will give all the information regarding our event series and what would be Radio DJ's tasks during the festival:

1. Background of the event series
2. Event Objective
3. Objectives of their engagements (MC)
4. Day schedule & program of the 5 days festival
5. Before, During and after each gig what would be their task

A day before the festival

On the 22nd June 2021 Reversal session, where the MC's, the host of Close Circle sessions will meet our technical team. These rehearsal sessions will take place at Close Circle - main stage. At these meetings, the MCs will receive all the information and meet the technical team of event series.

On the day before each show

The Project manager will brief the MC's before the start of the morning & the evening shift (max 20 mins long briefing). The MC's and technical team will be briefed in the same (main points of the day/shift). That way we could give clear and constructive instructions for both teams at the same time:

- Introduce the artist to the MCs
- Give them the selected questions we received from the audience
- Inform them if the artist had any requests (For Example: how to announce them, or call them, etc)
- Inform if there are any changes in a standard flow of the sessions of the artist of the day
- Inform them about the attendees' demographics - fans of the artist (age group of them).

Interaction with the Artist

We want to create a unique experience, therefore we propose a well-planned flow (structure) of the sessions.

All sessions will still feel natural and spontaneous enough for the audience (with the help of the MCs, relaxed atmosphere and diverse activities listed below).

Benefits

This way there will be **no awkward pauses**, the session will be **diverse and fulfilling**, and **will pass in one breath**.

The structure will make the work for MCs, filming crew and AV crew smoothly flowing and more relaxed and enjoyable for the artist.

Flow/structure of the session

Start: showing personal videos and photos of the artist on the screen with his/or his favourite music (4 mins*).

Continuing with answering top 5 to 10 questions from the Social Media Best Questions contest (15 mins).

Middle: music pause artist plays 1-2 songs (non-artist can draw on the board, comedian - tell stories) (6 mins).

Continuing with the interaction catch box for questions per sector (16 mins).

More interaction: the artist shares a new song, asks the audience a question or to give feedback on anything (question/idea/song) (5 mins).

Culmination/end: artist sings the song that the audience wants to hear at the moment (audience shout load)** >> sing along with the fans, artist say thanks (10 mins).



Interaction possibilities

- To stimulate the intimate atmosphere, Close Circle sessions will be unplugged (for details see page 25). The attendees will not use their phones or any application to interact with the artist, but they will be able to shout, clap hands, raise hands when voting/reacting
- Artist will have a screen to project questions for the audience, photos or videos from his/her phone
- One MC will be in the audience to help the interaction going, save the awkward situations
- Artists can give a random chance to someone to ask a question by throwing a Catchbox*** (throwable wireless microphone) to the audience

**The minutes are approximate, the MC will regulate the activity based on the mood in the auditorium.*

***Artists who are not musicians can show segments of their latest or most well-known work. For example Jo Brand - comedian who can close the session with a joke.*

****Catchbox: a throwable wireless microphone. When someone has a question, the MC or the artist throws them the Catchbox, engaging the participant in a fun game of catch, instead of picking the way through the crowd to reach the person with a normal mic.*

Social Media Plan

Goals

1. To raise awareness for the new stage area of Glastonbury to its festivals goers and the wider public
2. To make people talk about the new stage area and make the event lovable and must-see
3. To make people be actively engaged with the event
4. To attract the most suiting audience to each session
5. To contribute to the overall mission of the event: to bridge the gap between the audience and the artist and to facilitate interaction between the artists and their supporters

Actions and Emotions we want to convey

Before the event: to take part in our contests and share our posts about them, feel wanting to be part of our event, to step into our Close Circle online and offline, feel excitement and interest.

During the event: to engage, share/post about our event, feel happy, excited, fulfilled, joyful.

After the event: to keep the conversation going, getting feedback, be engaged, feel happy and satisfied with the event.

Event Brand - a combination of three personalities:

1. **The Regular Guy:** the event will reconnect with all the followers and make sure that attendees of the Close Circle event and its followers feel that they are part of an amazing experience
2. **The Explorer:** we'll make the event adventurous, by sharing artists' interesting facts & personal stories, and with exciting engagements (i.e. online contests). We'll be Indiana Jones of Glastonbury!
3. **The Hero:** the event will show the audience the magic of Close Circle and bring them close to their favourite artists

Brand's voice and tone of language

Friendly, warm, natural, easygoing, approachable, welcoming. It's like your close friend is speaking to you.

Strategy

We will run various social media pre, during and post-event activities that best fulfil the goals (based on the research and social media best practices) on the social media platforms to reach all the Glastonbury's audience:

- Twitter & Instagram (15-24 y.o., 25-34 y.o. and 35-44 y.o.).
- Facebook (15-24 y.o. up to the 45-64 y.o. and older). Therefore we will run social media contests for ticket distribution on this platform
- YouTube (from the 15-24 y.o. up to the 45-64 y.o., and older)
- Google+ (audience between 15-24 y.o. and 35-44 y.o.) We'll be using Google+ to make sure our visibility is optimized and Close Circle's posts will frequently appear in Google search.

Real-time engagement

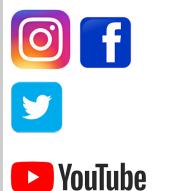
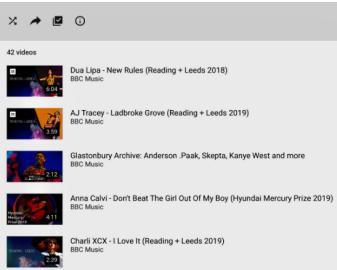
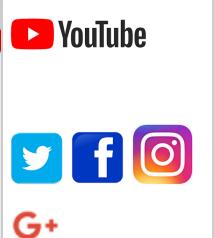
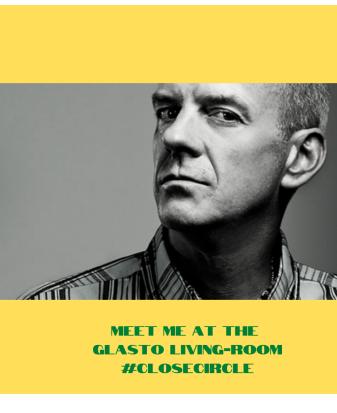
- A dedicated person will be monitoring posts from the public to reply, solve emerging issues quickly, engage with public discussions.
- The bot will be set up.

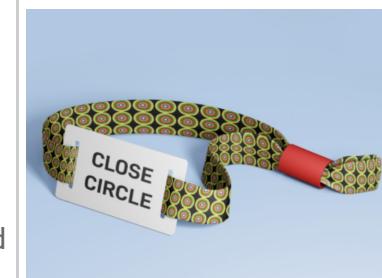
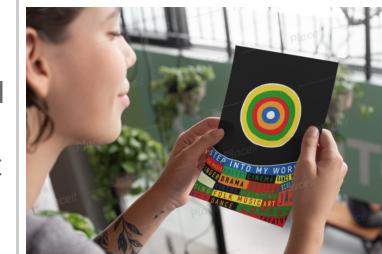
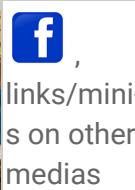
Resources of contents

- Created by our social media team and graphic designer
- Photos, video, interviews.

Pre Event Social Media Activities

What	When	Description/details and Example (text) of a post/tweet	Visual/image	Where	Goal
A teaser about a new stage area	Tuesday 8th December 2020	<p>Revealing the new stage experience at Glastonbury without revealing the name and details.</p> <p>Imagine being able to ask your favourite artist about his/her life in person... This year, we make this possible for you at an exclusive event series happening daily during the festival. Stay tuned!! Shortly we'll reveal more details!! #Glastonbury2021, #Glastomusic, #Glastofest #Glastonbury, #Surprise</p>		Official Glastonbury's Social Media accounts 	1
Keeping the attention	Thursday 10th December 2020	Stay tuned #Glastonbury2021, #Glastomusic, #Glastofest #Glastonbury, #Surprise			1,2
Revealing the name and the purpose	Tuesday 15th December 2020	<p>This summer Glastonbury prepares something special for you all & brings a new stage 'Close Circle' where You, our dear festival-goers, can reconnect with your favourite artist, musicians, comedian, poet, etc. As always this's just a taste of what's to come. Stay tuned! #glastonbury2021 #closecircle #Glastofest, #Glastonburycc</p>		Official Glastonbury's Social Media accounts 	1,5
Revealing slogans, concept, atmosphere and mood of Close Circle	Before & during Christmas and second week of January 2021	<p>Close Circle is made to give us all a layback, relaxed atmosphere where you can meet your favourite star and feel like you are sitting in their living room. This isn't just a Q&A session this is a place where the star of the show can share with you all some details of their life that you haven't heard or seen before.</p> <p>#closecircle, #closecircle2021, #glastoclosecircle, #glastonburycc #glastofest, #glastomusic, #Glastonbury2021</p>		Close Circle's Social Media accounts, webpage 	1,2,5

Revealing the artists	<p>Creative Videos</p> <p>3rd week of January 2021</p> <p>1. Some of the artists of Close Circle say one word per artist which forms a phrase about the event, but their faces are not visible, only their voices. As an image, we show the videos of living room setup.</p> <p>The last week of January 2021</p> <p>2. The same video as above but with faces of the artists</p> <p><i>Note: Budget-friendly videos (our editor will cut previous video/interviews together)</i></p>		 1 2
Presenting artists altogether	<p>The first week of February 2021</p> <p>YouTube playlist where the audience can find out the lineup and learn something about the artist or performer. This list won't just be about music. It will contain interviews, reviews of artwork or trailers of the upcoming movies.</p> <p>Enjoy the performances, interviews & reviews of the artwork from the selection of artist who was lined up to open up to you all at Glastonbury 2021 @ stage of Close Circle</p>		 5
Presenting the artists individually (one by one)	<p>1st February - 7 March (5 weeks) From Tuesday to Friday & Sunday afternoon.</p> <p>Revealing two artists of different types per day.</p> <p>Ladies & Gentlemen, Mr Norman Cook AKA Fatboy Slim The DJ legend will return to Glastonbury in 2021 and we have the pleasure to announce that he will also visit our stage the Close Circle and invite you all dear Glasto-goers to Step into 'his world' Stay tuned!!! #Glastonbury2021,#GlastoCloseCircle, #CloseCircle, #Glastonburycc (Tag Fatboy Slim in the post)!!</p>	 <p>MEET ME AT THE GLASTO LIVING-ROOM #CLOSECIRCLE</p>	 1 2 <p>Glastonbury's Close Circle web page</p>
Information about Close Circle stage area & interactive posts	<p>1st February - 7 March on Mondays</p> <p>Informing and making the idea that Close Circle will be an Unplugged event attractive.</p> <p>Using the slogan: Nothing stands in the way of an unforgettable experience at the Close circle!</p> <p>Entertaining/engaging activities</p> <p>Example: sharing playBuzz quiz</p>		 2 3

<p>Informing about how to get in/get tickets (Announcement of two contests)</p>	<p>Week beginning 8 March On Tuesday</p>	<p>Dear Glasto fans, Those who had a chance to buy the festival passes for this year's madness have a unique chance to meet their favourite Glasto Artist, musician, a poet in person. In the following weeks, we're launching two exciting contests. The first one will be based on sending us 'THE question you want your favourite artist' to answer you at our gig. The second contest you will need to tell us - Why do you want to step into the world of your idol? The winners of these contests will have a chance to join this fantastic experience at Close Circle and get close to their favourite artist. Stay tuned!! More details will be revealed very soon. Love, Close Circle team! #Glastonbury2021, #closecircle, #Glastomusic, #Glastofest, #Glastonburycc</p>		 <p>1 2 3 4</p>
<p>Revealing the details of contest 1. 'One question to your favourite artist'</p>	<p>Week beginning 8 March on Wednesday</p>	<p>What will be the most sincere question you would like to ask your favourite artist? Between 15 March - 18 April we'll share on Close Circle Facebook page pictures of the artists and ask you to come up with 'the one million dollars question' you would want to ask your favourite artist and write it in a comment. The owners of 20 most liked questions will get two tickets to the gig of the artist at the new stage of Glastonbury, Close Circle. Visit the official Glastonbury website and find out when we'll reveal each competition. #Glastonbury2021, #closecircle, #Glastomusic, #Glastofest</p> <p><i>Note: all rules and regulations of the contest, including the timetable of the days the artists, will be posted on the Close Circle page on Glastonbury's website</i></p>		 <p>1 2 3 4</p>
<p>Reminder about the contest and count down</p>	<p>Week beginning 8 March on Thursday</p>	<p>Reminder about the start of Contest 1</p>		 <p>1</p>
<p>Start and contest 1. 'One question to your favourite artist'</p>	<p>15 March - 19 April (5 weeks) on Tuesdays</p>	<p>10 posts-openings for best question competitions appear on FACEBOOK (one post per artist, with an image or short video of previous interviews)</p> <p>Would you like to meet Glass Animals @ the Glasto Living-room? YES?? Then write in the comments below the ultimate question you would ask them. The post will be open for comments and likes until Monday 12th April. Feel free to like other questions you want Glass Animals to answer during Close Circle sessions at Glastonbury. Good luck!! #GlastoCircle #Glastonbury2021 #CloseCircle (Tag Glass Animals in the post)</p>		 <p>f links/mini-posts on other medias 1 3 4</p>

Reminder about Contest 1. 'One question to your favourite artist'	15 March - 18 April on Thursdays, Fridays	Hello, dear Glasto-goers! This is a quick reminder. There are still a few hours to enter our amazing contest. Win the chance to meet your favourite Glastonbury artists! Find out more, click on our BiO. We will close the competition on Monday at 9 am! Tik-Tok Hurry. #Glastonbury2021 #CloseCircle #Competition		  	1
Contest 1. Winners announcement	15 March - 18 April on (next) Mondays	Announcement of the winners and 20 best questions		 + links/ mini-posts on other medias	1
To stimulate audience participation in Contest 1	Week 29 March - 3 April On Thursdays	Are you looking forward to meeting Taylor Swift at the Close Circle this year? So are we! What is the one question you would like to ask her? Start thinking about it to take part in the best question competition and get a real chance to meet Taylor Swift. #closecircle #Glastonbury2021 #Glastofest #competition #glastocircle		  	1 3
Revealing the details of contest 2	10 April On Monday	Between 19th April and 24th May, we'll share on Close Circle Facebook page pictures of the artists and ask you Why do you want to step in the world (name of the artist)? Share with us your personal story and have a chance to meet your favourite artist in person. The participants of this contest will need to write their stories in the comment section. #GlastoCircle #Glastonbury2021 #CloseCircle		   	2 3 4 5
Start of Contest 2: a story contest "Why I want to Step into the world of (name of the artist)"	19 April - 24 May (5 weeks) on Tuesdays	10 posts-openings for a story contest appear on FACEBOOK (one post per artist (using a photo of the artist in his "world" living room and text below) Would you like to meet her @ Glasto Living-room? YES?? Then tell us - Why do you want to step into the world of Dua Lipa? Click on the link below.#GlastoCircle https://bit.ly/2YtSUtm (Tag Dua Lipa in the post)		 + links on other medias   	1 3 4 5
Contest 2. Winners announcement	On (next) Mondays	Announcement of the winners			

Best & Funniest questions to ask the artist	26 April - 24 May Once a day	Post some of the winning questions and the funniest questions that artists will reply during their sessions (<i>the artists will need to give us their consent first</i>)			2
The Mood of Close Circle playlist on Spotify	25th May	That playlist won't just contain songs from the artists who will perform at our stage it would be more like showing the attendees the mood we'll provide at our stage.			1 2
Announcing the schedule of Close Circle's sessions	8th June	Image of the timetable in Glastonbury's style		 , webpage	1
Life sessions with the artists	15 May- 13 June Tue, Thu, Friday afternoon	A short question-answer session with participating artists and MCs: answering a funny question we received or just ask the artist if they are ready or excited to be part of our show.			1 2 5
Preparations/ setup from Glastonbury' site	13 -18 June	<ul style="list-style-type: none"> Showing pictures and videos of the progress at the site Mentioning sponsors "This thrilling experience will happen with the help of (names of sponsors companies) " <ul style="list-style-type: none"> Show how they set up the stage and marquee 			1
The final countdown	15 -22 June	Are you ready to meet your favourite artist? Only 5 days left to the start of Glastonbury and thus Close Circle - a new stage area of the festival. Follow us to see life covers and streaming from the most intimate and cosy stage area!			1

During Event Social Media Activities

To keep the momentum going and for the online audience we will be posting the following **live updates** on Facebook, Instagram, Twitter, Youtube, Google+:

- Short interviews of the artists and the attendees
- Videos of the artists playing songs or introducing their artwork, etc
- Photos from the session of the artists
- Live streaming on Facebook and Youtube
 - Sharing a poll after each session (to find out what attendees liked the most or how to make the event even better).
- Behind the scene photos and videos: showing the entourage of the artist's and MC's green room, them preparing for the sessions.
- Smart wall/live wall, with Social media posts and images.

To encourage participants to post their emotions, raise the excitement, and increase the number of contents with Close Circle hashtags:

- **Selfie Zone** (photo booth) outside area of Close Circle.
- A wall (art installation) created by Stanley Donwood and will feature our slogan, hashtags and the Glastonbury hashtag.
- With a 5 meter long red carpet, which will give the attendees a feeling that they are also a famous persona.
- A chance for the attendees to post about the session and take the photos, because during the session they won't be allowed to use their phone, as we are promoting Close Circle as an unplugged event.

Unplugged event

If the attendees will look at the stage not via their phones, they will be fully present and enjoy the artist's intimate audience much more!

We will be posting photos from each session straight after, so the attendees will easily find the photos of the artist they just listened to (by using the hashtag).

We will communicate about the unplugged event on the day and **upfront** in our social media and will make it one of our unique selling points:
 "Nothing stands in the way of an unforgettable concert in the Close Circle!"



**Photo booth (selfie zone) activity is one of the three top actions that influence people to talk about the event (together with teasing the speaker line up and quotes as multimedia).*

Post Event Social Media Activities

To raise awareness about the event & extend the reach

- Sharing the press and bloggers coverage of “Close Circle” event* (during the event and for two months after it)
- Sharing Bloggers-storyteller's posts (weekly: approximate schedule will be agreed beforehand)
- Sharing BBC's Youtube playlist with all sessions of Close Circle (around 5th July)
- A video montage of short interviews of attendees: before the sessions- about their expectations; after the sessions - about their experience & emotions) (week of 5th July)
- Video of the most interesting fragments of the sessions and thank you post to all attendees, sponsors & partners (week of 28th June).

To interact with the attendees and the wider audience

- Distributing a post-event survey, a poll, posts for comments to find out how to make “Close Circle” even better, invite the audience to co-create the event:
 - What type of questions did the audience like the most? Who do they want to see next year? (29 June, 1st July, 6th June)
- Emailing Survey to the attendees to measure the success of the offline event series (week of 28th June)
- Posting artists' answers to not asked pre-selected questions during the sessions, in a video or quotes format (5th July - end of August)
- Sharing Playbuzz quizzes featuring the most interesting replies of the artists (20 July- 23 August, 1 quiz per week with answers of 10 artists)

**The largest portion of the after-event online conversation is media coverage of events.*

Event's Evaluation

Return on Objectives (ROO)

To measure if the event has merged the gap between artists and attendees we will distribute the survey among the attendees (by email) and the followers (via our social media accounts), with questions like:

- Do you feel Close Circle helped to merge the gap between the artists and the festival-goers?
- Are you satisfied with the Close Circle's overall setup/organisation?

To measure if the audience liked and was involved with Close Circle we will evaluate Media & Social Media Coverage:

- Number of media articles and their feedback

- Numbers of post on social media with our hashtag
- Numbers of repost & retweets of our post & tweets
- Audience and bloggers reactions.

The effectiveness of pre and during the event social media's flow based on the location of posts, Selfie zone's social media activities (numbers and its content), comments on our contents.

We'll compare the Close Circle's success to other stage areas of the Glastonbury using Competitive analysis based on online feedback and social media activity of the attendees.

Budget

SPONSOR OF MARQUEES	Mobile Structures UK	SPONSOR OF MARQUEES	39,111
SPONSOR OF COMFORT	Beanbag Bazaar	SPONSOR OF COMFORT	19,860
SPONSOR OF ATMOSPHERE	Evans AUDIO VISUAL STAGING LTD	SPONSOR OF ATMOSPHERE	31,178

EXPENSES						
1	ARTIST DRIVER	LOCATION	DAYS	QTY	UNIT COST GBP	TOTAL COST
	Hairdresser/ makeup artist	Green room	5	2	90	900
2	MARQUEES	LOCATION				39,111
	Large Marquee, Circus shape, 243 m sq, with lining	Main tent	3	1	8,200	24,600
	Marquee flooring - plastic	Main tent	3	1	1,700	5,100
	Air conditioning - 8 units	Main tent	3	8	60	1,428
	Air conditioning - in Press tent (2 units)	Main tent	3	2	60	143
	Stage build according to design selected	Main tent	3	1	190	570
	Press Tent - 4mx8m, with lining and plastic flooring + basic lighting	Press & Media zone	3	1	815	2,445
	Slightly raised stage for artist to sit (4mx2m)	Press & Media zone	1	1	100	100
	Grand Circle	Grand Circle Tent	3	1	815	2,445
	Air conditioning - in Grand Circle tent (2 units)	Grand Circle Tent	3	2	60	357
	Staff tent 4mx6m, with lining and plastic flooring + basic lighting	Staff tent	3	1	641	1,923

3	FURNITURE - BEANBAGS	LOCATION	ONE TIME PURCHASE	QTY	UNIT COST GBP	TOTAL COST
	2 seats sofa bean bag	Main tent	1	64	170	10,879
	1 seat Bean bags	Main tent	1	60	63	3,779
	Puffs (1 seat)	Main tent	1	32	25	800
	Cushions	Main tent	1	60	13	779
	2 seats sofa bean bag	Main Stage	1	1	170	170
	1 seat Bean bags	Main Stage	1	1	63	63
	2 seats sofa bean bag	Green rooms	1	2	170	340
	Seating Pad (cushion)	Grand Circle tent	1	20	25	500
	Puffs (1 seat)	Grand Circle tent	1	10	25	250
	Cushions	Grand Circle tent	1	20	13	260
	2 seats sofa bean bag	Press & Media zone	1	3	170	510
	2 seats sofa bean bag	Selfie Zone	1	6	170	1,020
	2 seats sofa bean bag	Staff Tent	1	3	170	510

4	ADDITIONAL FURNITURES & ACCESSORIES	LOCATION	ONE TIME PURCHASE	QTY	UNIT COST GBP	TOTAL COST
	Coffee table	Stage	1	1	25	25
	Large photo frames	Stage	1	4	8	32
	Small lamp	Stage	1	2	5	10
	Carpet/Floor rug	Stage	1	2	13	26
	Carpet/Floor rug	Marquee	1	10	13	130
	Coffee table	Green room	1	2	25	50
	Small bar fridge	Green room	1	2	122	244
	Large Mirror	Green room	1	2	20	40
	Dressing table for make-up, etc	Green room	1	2	10	20
	Fabric steamer	Green room	1	1	40	40
	Bistro table - for food service	Green room	1	2	25	51
	Coat hanger	Green room	1	2	19	38
	Banqueting chairs (for press announcements)	Press & Media zone	1	20	3	65
	Coffee table	Press & Media zone	1	1	41	41
	Bistro/Catering table for serving refreshments	Press & Media zone	1	1	25	25
	Poseur (tall) tables for eating area	Press & Media zone	1	3	10	29
	Workstation desks with chairs, and power source	Press & Media zone	1	1	16	16
	Networked printer	Press & Media zone	1	1	50	50
	Bistro table - for food service	Staff tent	1	2	25	51
	Small bar fridge	Staff tent	1	2	122	244
5	ADDITIONAL OUTDOOR INSTALLATIONS	LOCATION	DAY	QTY	UNIT COST GBP	TOTAL COST
	Printing of Selfie zone's banner	The area infront of the Main tent	1	1	412	412
	Red carpet	The area infront of the Main tent	5	1	39	194
	Sail cover of the Selfie zone & Smart Wall	The area infront of the Main tent	5	1	229	1,145

GLASTONBURY	AGENCY FEE //MARKETING TOOLS//DRIVER//CATERING// ADDITIONAL FURNITURES & ACCESSORIES	103,156				
EXPECTED INCOME IN GBP		90,149				
ANTICIPATED EXPENDITURE IN GBP		193,305				
EXPENSES						
6	CATERING	LOCATION	DAY	QTY	UNIT COST GBP	TOTAL COST
	Artist catering - snacks	Green room	5	10	50	2,500
	Artist catering - drinks	Green room, Grand Circle tent	5	10	100	5,000
	Press tent catering	Press & Media zone	5	10	100	5,000
7	AUDIO VISUAL	LOCATION	DAY	QTY	UNIT COST GBP	TOTAL COST
	Loudspeaker	Main tent	5	4	64	1,271
	Amplifier	Main tent	5	1	64	318
	Subwoofer	Main tent	5	4	71	1,412
	Audio mixing console	Main tent	5	1	124	618
	Microphone - Hand	Main tent	5	6	21	635
	Microphone - Headset	Main tent	5	4	16	318
	Microphone - with Stand	Main tent	5	2	8	84
	Moving head (ARENA Black Hawk)	Main tent	5	6	42	1,271
	Moving head (ARENA BLINDO)	Main tent	5	6	35	1,059
	Projector	Main tent	5	2	49	494
	Signal converter	Main tent	5	1	35	176
	Garland	Main tent	5	16	12	992
	PAR	Main tent	5	25	9	1,163
	Trussing	Main tent	5	1	529	2,647
	Screen	Main tent	5	1	471	2,354
	Curtain	Main tent	5	1	294	1,471
	Camera for streaming	Main tent	5	1	19	94
	Generator 70kWt	Main tent	5	1	565	2,824
	Radio sets	Main tent	5	10	18	883
	I pad	Main tent	5	4	35	706
	Fairy lights (50m)	Main tent	5	4	43	856
	Laptop	Main tent	5	2	24	235
	Drawing Board/Sketch Pad	Main tent	5	1	50	250
	Keyboard	Main tent	5	1	170	850
	Catch Box - microphone	Main tent	5	2	100	200
	Loudspeaker	Press & Media zone	5	2	29	294
	Amplifier	Press & Media zone	5	1	18	88
	Microphone - Wireless, hand held	Press & Media zone	5	2	21	212
	Microphone - Headset	Press & Media zone	5	2	15	153
	PAR	Press & Media zone	5	4	24	471
	Signal converter	Press & Media zone	5	1	35	176
	Signal converter	Grand Circle tent	5	1	35	176
	Amplifier	Grand Circle tent	5	1	18	88
	Loudspeaker	Grand Circle tent	5	2	29	294
	DJ mixing deck	Grand Circle tent	5	1	400	1,999
	Audio mixing console	Grand Circle tent	5	1	124	618
	Fairy lights (20m)	Grand Circle tent	5	4	20	400
	LED Digital Smart Wall - 98inch -UHD - 4k	The area infront of the Main tent	5	1	606	3,030
8	HUMAN RESOURCES					48,720
	Agency Fee					48,720
9	MARKETING & COMMUNICATION TOOLS	UNIT	MONTH	INDIVIDUAL PRICE	25,580	
	Sprout Social aggregator/BOT/analysis	1	12	129	1,548	
	Graphic design of banner & logo	1		20,000	20,000	
	Printing (flags)	10		75	750	
	T-shirts for MCs with Close Circle logo	40	-	12	482	
	Close Circle electric passes	10,000	-	0	2,800	
10	CONTINGENCY					12,480
	7% OF THE TOTAL COST					12,480

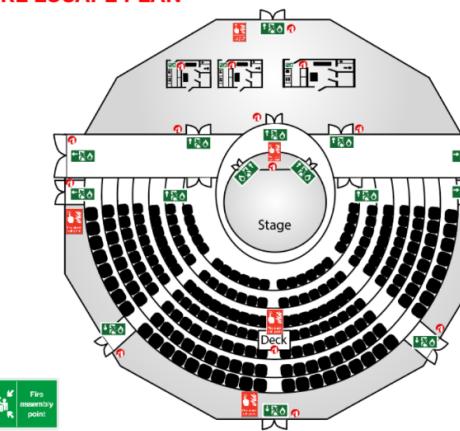
Risk Assessment and Fire Escape Plan

#	What are the hazards?	Associated hazard	Who/what might be harmed	What are you already doing? What else needs to be done?	What is the level of risk after these have been done?	
1	Weather	Heavy rain, flooding, mud	Staff, artists, attendee	Venue manager to carry out daily H&S checks of all venues and areas that is recorded	Low	
				Covers for open areas for attendees and crew will be set up		
				Main tips will be send to attendee like to bring waterproof clothing & accessories		
			Tent	Marquees to be supplied by reputable firm and documentation to be checked by Project manager		
				Weather monitoring on the daily bases to inform the team on site		
		Heat exhaustion	Staff, Attendee	No modifications to the tent after it set up		
				Electrical equipment must not be used outside on the rain		
				Generators will be insulated & waterproofed		
				Weather monitoring on the daily bases to inform the team		
				Main tips will be send to staff and attendee like don't forget a sunhat		
2	Fire	Flammable materials and tents	Staff, artists, attendee, tent	Have enough drinking water on site	Low	
				Covers will be provided and set up in the outside areas		
				All suppliers must complete Fire Risk Assessments		
				All portable appliances must hold current PAT test		
				No flames or flammable substance on site		
		Diesel generators		Qualified electrician will be on site during event		
				Generators will hold PAT Certificate		
				Generators will be insulated		
				Generators will be far away from attendee		
				FRA have been completed for each area		
3	Electrocution	Electrical equipment	Staff, artists, attendee, tent	Electricity will be installed by certified electrician	Low	
				All electrical equipment will hold current PAT test		
				All cables will be the correct rating for the equipment used		
				Venue manager will be responsible for the safety on the stage		
				An event duty manager will take control of any emergency incidents		
		Arson		All staff will have an emergency contact list of the management		
				All staff will have Health and Emergency training		
				Security guardians will be on site during non working hours and will be response for emergency call		
				Electricity engineer supply an Electrical Safety certificate		
				All electrical equipment will hold current PAT test		
4	Uneven ground, slippery floor & paths	Falls	Attendees, staff	First AID on site		
				Path'll be set to every sector and site event (tent)		
				Walkways will be checked after each set		
				Use of no slippery materials for marquees and path flooring		
5	Public opinion	Reputational fall	Brand	Special tent will be setup for press and social media influencers		
				Social media monitoring on daily bases		
				Messages & comments will be not ignored; the negative comments & messages will be responded instantly & will take the conversation in private messages; Response will be personalize remain polite and calm and apologise sincerely; Negative comments will be not delete		
6	Overcrowding	Crushing	Attendees	Event manager responsible for monitoring the crowd		
				Training to be given to all staff		
				Entrances and exits to the main tent are separated (leaving and entering attendees will not cross) and detailed Attendee management plan		
				Volunteers to help the attendees finding their seats quickly		
				Entrance only with valid ticket		
7	Anti-social behavior	Alcohol fuelled violence, substance fuelled violence, drugs cause violence	Attendees	Attendee not be allowed to bring any of alcohol		
				Securities on the main entrance not to allow drunk, high, ect. attendees to get in		
				No glass allowed on site		
				Stewards training to recognize situation in the crowd		
				First AID on site		
				Entrance only with valid ticket		
				Having enough securities on site		

#	What are the hazards?	Associated hazard	Who/what might be harmed	What are you already doing? What else needs to be done?	What is the level of risk after these have been done?
8	Theft	Reputational fall	Staff	Securities on site 24/7	
			Attendee	Main safety tips will be send to attendee by email when they purchase their festival passes	
9	Lack of knowledge	Temporary staff	All	Experienced staff to be appointed in position of responsibility	
				Training to be given to all staff	
10	Program delay	Schedule, Reputational fall	All	Program manager will be monitoring situation on the stage	
				MCs will be allowed to improvise incase of delays	
				Artists manager will keep a close contact with the artist to make sure they come on time to green room	
11	Catering food quality	Reputational fall	Press, staff	Public and Employers Liability Insurance Certificate	
				Health & Safety Documentation (Policies, Risk Assessments including Fire Risk Assessment, Training Records etc.)	
				Written Scheme of Examination for all pressurized Systems (including coffee machines)	
				Food Hygiene Training Certificate (food handlers only)	
				Gas Safety Certificates (where applicable)	
				PAT Test Certification	
12	Artist is not available	Reputational fall	Brand	Extra artist list	

Extra artist list	Intro	Area	Replace
Es Devlin	Is a London-based artist and stage designer	Stage designer	Designers
La Roux	Is an English synth-pop artists	Musician	Dua Lipa, Glass Animals
Peter Andrew Saville	CBE is an English art director and graphic designer	Designer for music albums	Matthew Joseph, Misty Buckley
Robert Del Naja	3D designer, graffiti artist and he is also known for being a musician	Designer, graffiti	Fatboy Slim, Es Devlin
Nish Kumar	Comedian, actor well known in UK, Ireland and USA as well	Comedian	Jo Brand, John Hegley
Dizzee Rascal	Is a British MC, rapper, songwriter and record producer	Musicia /rapper	Kendrick Lamar
Ama Lou		Musician	Dua Lipa, Celeste, Glass Animals

FIRE ESCAPE PLAN



In case of fire

- Operate nearest fire alarm call point
- When you hear the alarm leave by the nearest available fire exit
- Proceed directly to your assembly point
- DO NOT stop to collect belongings
- DO NOT enter the building until told to do so by the incident manager

Staff Fire Action

- | |
|---|
| 1. Operate the nearest fire alarm call point |
| 2. Call the Fire Brigade by dialling 999 |
| 3. Fight the fire if possible using the correct appliances provided unless the fire is beyond control |
| 4. Leave the building by the nearest available exit |

- 1. Do not use the lifts
- 2. Do not stop to collect personal belongings

Production Schedule

For Glastonbury Festival 2021 (23-27 June), Close Circle

Phase/Type	Action	Who is responsible?	Starting	Ending/Deadlines	06/2020	07/2020	08/2020	09/2020	1 October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	08/2021
Signing the contracts																			
	Have the aproval from the client on the proposal	Project manager	June	End of June															
	Get feedback from the client and discuss any changes/wishes, agree on sponsors , at the end sign the contract with the client (<i>the dates are discussible</i>)	Project manager	July	End of August															
	Get back to AV, marquee, furniture providers/potential sponsors and confirm the final quotes and our needs, sign contracts (<i>we already spoke to AV, marquees and furniture providers and have their proposals</i>)	Project manager	September	End of September															
Preparation																			
Stage design	Producing the sketches	Designer	1 October	10 October															
	Checking the sketches	Project manager	12 October	16 October															
	Changes on the sketches	Designer	19 October	25 October															
	Send the sketches to the client and ask for feedback (after one week)	Project manager	26 October	2 November															
	Designer makes the final changes, to show to the client	Project manager	2 November	9 November															
	Sign off on stage design and furniture arrangements by the client	Project manager	9 November	13 November															
	To pass the sketches of stage design to Marguee company to prepare all needed for stage & to order needed furniture	Project manager	13 November	-															
	Ask marquee company and furniture providers to send us the confirmation by February	Project manager		End of January															
Marquees set up (inc. inside)																			
Technical requirements	Ask BBC production manager for technical requiremets for marquee (power, ect) for the agreed shots (to provide by 19 October)	Project manager	5 October	-															
Technical requirements	Ask AV company's project manager to send us their technical requirements for the stage and auditorium by 19 October (<i>light and sound for BBC filming was agreed beforehand</i>)	Project manager	5 October	-															
Technical requirements	Pass the AV company' and BBC's technical requirements to Marguees provider	Project manager	26 October	-															
Technical requirements	Marguees provider receive the technical requirements and send us the confirmation (technical plan and list of required [technical] equipments) to recheck /confirm with AV provider, furniture providers, BBC by 16 November	Marguee provider	Mid November	-															
Technical requirements	We check the above with AV provider, furniture providers, BBC and get confirmation if all is in order by end of November	Project manager	Mid November	End of November															
H&S aspects	Check the final technical plan on Risks and H&S aspects, ask marquee provider to do the adjustments in the plan (if needed) by end of January	Project manager, project managers of the providers	Beginning of December	Mid January															
H&S aspects	Ask all the suppliers for their Health and Safety documents	Project manager	Beginning of January	-															
H&S aspects	Create with all the suppliers together a site construction scheduling (to avoid H&S risks and all operation runs smoothly on site during the setup)	Project manager, project managers of the providers	January	End of January															
Logistics and security	Ask the project managers of AV, marguees and furniture providers, BBC for their logistics and security aspects for setup and tier down (to send to us by end of January)	Project manager		-															
Crew needs during the set up & tier down	Ask the project managers of AV and Marguees providers for their accomodation and F&B needs for setup and break-down (to send to us by end of January). <i>Suppliers will inform us about the number of people will be working on site and their needs</i>	Project manager	Beginning of January	-															
Client	Inform Glastonbury about all the provider's requirements(technical,logistics,crew)	Project manager	Beginning of February	-															
Client	Pass to Glastonbury the signs' names for sectors and special marquees of Close Circle	Project manager	Beginning of February	-															
Client	Glastonbury approves H&S, risk assessment, technical requirement (back & forward, adjustments by suppliers if needed) *the dates are discussible	Glastonbury	February	End of February/March															
Selfie Zone	Showcase different designs of Stanley Donwood to the client and select the one for Selfie Zone	Project manager	Beginning of January	End of January															
	The designer makes the changes if needed	Project manager	February	-															
	Send finished design/image of backdrop banner to the client to sign off	Project manager	1st week of March	-															
	Order the sail cover	Project manager	Beg. of March	-															
	Send the finalized design for printing	Project manager	End of March	-															
	Quality check of the print of the banner	Project manager	End of April	-															

Building on site				
Basic infrastructure (electricity points, toilets, catering spaces for building crew, communication structure) is on site about one month prior to the event				
Crew briefing		Project Manager, Venue & Crew manager	13 June	-
Marguees	The set up of the main tent: stage, auditorium (sitting areas), electricity points, infrastructure for AV and furniture providers, BBC	Marguees provider	13 June	16 June
	The set up of Press and Media zone's tent, Grand circle;s tent	Marguees provider	13 June	16 June
	H&S, Risk Assesment check	Project Manager, Marguees provider's project manager, assurance technician, Glastonbury's H&S manager	16 June	-
AV & Furniture	AV provider put the needed light/sound/video and other equipment to all the tents and stages (rigging)	AV project manager/technical director	17 June	-
	Instalation of Smart Wall		17 June	-
	Furniture's providers adds furniture to all the stages	Furniture providers' project managers, stage manager	17 June	-
	Team of Beanbag bazaar will place all beanbags in auditorium, Press and Media zone, Selfie zone and Grand Circle's tent	Beanbag provider	17 June	-
	H&S, Risk asesment check	Project manager, AV provider's project managers, assurance technician, Glastonbury's H&S manager	17 June	-
Cameras	BBC intalls all cameras	BBC production manager and crew	18 June	-
	Finishing the setup of event area and infrastructure for atendees (fences, entrances and exits, toilets)	Glastonbury	18 June	-
	H&S, Risk assessment check	Project manager with BBC production manager and assurance technician, Glastonbury's H&S manager	18 June	-
Selfie Zone	Transport all needed for Selfie Zone to the event area	Project manager	19 June	-
	Installing fake wall (canvas of the selfie zone) with sail cover	Project manager, technical team	19 June	-
	Put down the 5 m long red carpet	Project manager	19 June	-
	H&S, Risk assessment check	Project manager, technical assurance technician, Glastonbury's H&S manager	19 June	-
	Clean and maintain carpet	Volunteers	23 June	27 June
Technical checks and rehearsals				
Technical recce to check that light, sound, cameras and radios are working together (enough power, electricity, ect)		AV provider's project manager/technical director, assurance technician, Project manager	19 June	-
Technical rehearsal of session(s) flow (to check video, sound, light, mics and instruments, stage setup), checking the switch of setup of screen for every artist		AV provider's project manager/technical director, assurance technician, Stage manager, Project manager	20 June	21 June
Filming rehearsal for session with volunteers acting as artist, MCs		BBC Production manager, Project manager, AV provider's project manager	22 June	-
Tier down				
Remove all AV equipment, cameras, furniture		Providers' project managers, Venue & crew manager	28 June	-
Break down all the structures, tents, stage		Marguees provider's project manager	29 June	30 June
Event's evaluation				
Debrief with the vendors and the client		Project manager	28 June	12 July
Create Event's success' report for client (incl. Social media report and attendee satisfaction report)		Project manager, Press and Social media manager	28 June	End of August
Create a filfilment report for sponsors			28 June	12 July, 28 July month

Function Sheet for 1 Day

24 June 2021 (2nd day of Close Circle)

Time	Duration	Task/activity	Location	Responsible	Extra help
9:30	45 mins	Sound check for the day	Main tent	Sound technician	
9:40	20 mins	1st shift volunteers and securities briefing	Staff tent	Venue & crew manager	Volunteers' & securities' team leaders
9:45	10min	Meet press & bloggers, escort them to Press & Media zone	Main entrance	Press Manager	
9:50		Meet the 1st artist escort them to Press & Media zone	Artist's entrance	Artist & MC manager	
10:00	30 mins	Press Briefing of the day	Press & Media zone	Press Manager	Artist & MC manager
10:10	5 mins	Ensure that all volunteers & securities are on their places to welcome guests to the event area	Event area entrance	Volunteers' team leader securities' team leader	
10:00	25 mins	Briefing of the MC's, Tech & Filming teams (1st shift)	TV Crew green room	Project Manager	Artist & MC manager
10:15		Entrance to the event area opens for attendees of 1st session	The main entrance to the event area	Volunteers' team leader securities' team leader	
10:30		Escort the artist of 1st session from Press zone to Green room	Press & Media zone	Press Assistant	
10:30		Meet the 1st artist next to Artists' entrance	Artist's entrance	Artist & MC manager	
10:40		Welcome the attendees to proceed to their sector's entrances	The area in front of the Main tent	Stewards/volunteers	
10:45		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
10:45	5-8 mins	Escort the guests with reduced mobility to their place		Assigned steward/volunteer	
10:50		Check that artist and MCs are ready for 1st session	Green rooms	Artist & MC manager	
10:55		Make sure that all attendees taken their seats for the 1st	Main tent	Volunteers' team leader	Volunteers
11:00	60 mins	1st session	Main tent		
11:45		Entrance to the event area opens for attendees of 2nd session	The main entrance to the event area	Volunteers' team leader securities' team leader	
12:00	10 mins	Assist the attendees of Grand Circle to Grand Circle tent	Main tent	Stewards/volunteers	
12:00	10 mins	Control and help the attendees of the 1st session to exit	Main tent	Volunteers' team leader	Volunteers
11:50		Meet the 2nd artist next to Artists' entrance	Artist's entrance	Artist & MC manager	
12:00		Assist the 1st artist to Press & Media zone	Stage	Artist manager's assistant	
12:00	5 mins	Escort the journalists & bloggers to Press & Media zone	Main tent	Press Assistant	
12:05	5-10 mins	Quick briefing of the MC's and tech crew before 2nd Artist	TV Crew Green room	Project manager	
12:10	15 mins	Media interview with 1st Artist	Press & Media zone	Press Manager	Press Assistant
12:10	5 mins	Cleaning and resetting tent/stage for the next session	Main tent	Supervisor, screen-, stage managers	Volunteers
12:10		Welcome the attendees of the 2nd session to proceed to their sector's entrances	The area in front of the Main tent	Stewards/volunteers	
12:15		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
12:15	5-8 mins	Escort the guests with reduced mobility to their place		Assigned steward/volunteer	
12:20		Check that artist and MCs are ready for the 2nd session	Green rooms	Artist & MC manager	
12:25		Make sure that all attendees taken their seats for 2nd session	Main tent	Volunteers' team leader	Volunteers
12:25	5 mins	Escort the 1st artist to Grand Circle tent	Press & Media zone	Artist & MC manager	
12:30	40 mins	Grand Circle Experience with 1st Artist	Grand Circle tent		
12:30	60 mins	2nd session	Main tent		
12:35	2,5 h	Check if Lunch for the Volunteers & security shift is ready	Staff tent	Venue and Crew manager	Glasto catering manager
13:10	20 mins	Empty the space and clean Grand Circle tent for the next session	Grand Circle tent	Volunteers' team lead	Stewards/volunteers
13:15		Entrance to the event area opens for attendees of 3rd session	The main entrance to the event area	Volunteers' team leader securities' team leader	
13:30	10 mins	Control and help the attendees of 2nd session to exit	Main tent	Volunteers' team leader	Volunteers
13:30	10 mins	Escort the participants of 2nd Grand Circle to Grand Circle tent	Main tent	Stewards/volunteers	
13:30		Meet the 3rd artist next to Artists' entrance	Artist's entrance	Artist & MC manager	
13:20		Assist the 2nd artist to Press & Media zone	Stage	Artist manager's assistant	
13:30	5 mins	Escort journalists & bloggers to Press & Media zone	Main tent	Press Assistant	
13:35	5-10mins	Quick briefing of the MC's and tech crew before 3rd Artist	TV Crew Green room	Project manager	
13:40	15 mins	Media interview with 2nd Artist	Press & Media zone	Press Manager	Press Assistant
13:40	5 mins	Cleaning and resetting tent/stage for the next session	Main tent	Volunteers' supervisor, screen-, stage manager	Volunteers
13:55	5 mins	Assist the 2nd artist to Grand Circle tent	Press & Media zone	Artist & MC manager	
13:40		Welcome the attendees of 3rd session to proceed to their sector's entrances	The area in front of the Main tent	Stewards/volunteers	
13:45		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
13:45	5-8 mins	Assist the guests with reduced mobility to their place		Assigned steward/volunteer	

Time	Duration	Task/activity	Location	Responsible	Extra help
13:50		Check that artist and MCs are ready for 3rd session	Green rooms	Artist & MC manager	
13:55		Make sure that all attendees taken their seats for the 3rd session	Main tent	Volunteers' team leader	Volunteers
14:00	40 mins	Grand Circle Experience with 2nd Artist	Grand Circle tent		
14:00	60 mins	3rd session	Main tent		
14:40	20 mins	Empty the space and clean Grand Circle tent for the next session	Grand Circle tent	Volunteers team lead	Stewards/volunteers
14:45		Entrance to the event area opens for the attendees of 4th session	The main entrance to the event area	Volunteers' team leader securities' team leader	
14:50		Meet the 4th artist next to Artists' entrance	Artist's entrance	Artists manager	
15:00	10 mins	Escort the participants of 3rd Grand Circle to Grand Circle tent	Main tent	Stewards/volunteers	
15:00	10 mins	Control and help the attendees of 3rd session to exit	Main tent	Volunteers' team leader	Volunteers
15:00		Assist the 3rd artist to Press & Media zone	Stage	Artist manager's assistant	
15:00	5 mins	Escort journalists, press & bloggers to Press & Media zone	Main tent	Press Assistant	
15:05	5-10min	Quick briefing of the MC's and tech crew before 4th Artist	TV Crew Green room	Project manager	
15:10	15 mins	Media interview with 3rd Artist	Press & Media zone	Press Manager	Press Assistant
15:10	5 mins	Cleaning and resetting tent/stage for the next session	Main tent	Volunteers' supervisor, screen-, stage managers	Volunteers
15:10		Welcome the attendees of 4th session to proceed to their	The area in front of	Stewards/volunteers	
15:15		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
15:15	5-8 mins	Escort the guests with reduced mobility to their place		Assigned steward/volunteer	
15:20		Check that artist and MCs are ready for 4th session	Green rooms	Artist & MC manager	
15:25		Make sure that all attendees taken their seats for 4th session	Main tent	Volunteers' team leader	Volunteers
15:25	5 mins	Assist the 3rd artist to Grand Circle tent	Press & Media zone	Artist & MC manager	
15:30	40 mins	Grand Circle Experience with 3rd Artist	Grand Circle tent		
15:30	60 mins	4th session	Main tent		
16:10	20 mins	empty the space and clean Grand Circle tent for the next session	Grand Circle tent	Volunteers team lead	Stewards/volunteers
16:15		Entrance to the event area opens for attendees of 5th session	The main entrance	Volunteers' team leader	
16:20		Meet the 5th artist next to Artists' entrance	Artist's entrance	Artists manager	
16:30	10 mins	Assist the participants of 4th Grand Circle to Grand Circle tent	Main tent	Stewards/volunteers	
16:30	10 mins	Control and help the attendees of 4th session to exit	Main tent	Volunteers' team leader	Volunteers
16:30		Escort the 4th artist to Press & Media zone	Stage	Artist manager's assistant	
16:30	5 mins	Assist journalists, press & bloggers to Press & Media zone	Main tent	Press Assistant	
16:35	5-10min	Quick briefing of the MC's and tech crew before 5th Artist	TV Crew Green room	Project manager	
16:40	15 mins	Media interview with the 4th Artist	Press & Media zone	Press Manager	Press Assistant
16:40	5 mins	Cleaning and resetting tent/stage for the next session	Main tent	Volunteers' supervisor, screen-, stage managers	Volunteers
16:40		Welcome the attendees of 5th session to proceed to their	The area in front of the Main tent	Stewards/volunteers	
16:45		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
16:45	5-8 mins	Escort the guests with reduced mobility to their place		Assigned steward/volunteer	
16:50		Check that artist and MCs are ready for 5th session	Green rooms	Artist & MC manager	
16:55		Make sure that all attendees taken their seats for the 5th session	Main tent	Volunteers' team leader	Volunteers
16:55	5 mins	Assist the 4th artist to Grand Circle tent	Press & Media zone	Artist & MC manager	
17:00	40 mins	Grand Circle Experience with 4th Artist	Grand Circle tent		
17:00	60 mins	5th session	Main tent		
17:40	20 mins	Empty the space and clean Grand Circle tent for the next session	Grand Circle tent	Volunteers team lead	Stewards/volunteers
17:40	20 mins	2nd shift's volunteers and securities briefing	Staff tent	Venue & crew manager	Volunteers' & securities' team leaders
17:40	25 mins	Briefing for the MC's, Tech & Filming teams (2nd shift)	TV Crew green room	Project Manager	Artist & MC manager
17:45		Entrance to the event area opens for the attendees of 6th session	The main entrance to the event area	Volunteers' team leader securities' team leader	
17:50		Meet the 6th artist next to Artists' entrance	Artist's entrance	Artists manager	
18:00	10 mins	Assist the participants of 5th Grand Circle to Grand Circle tent	Main tent	Stewards/volunteers	
18:00	10 mins	Control and help the attendees of 5th session to exit	Main tent	Volunteers' team leader	Volunteers
18:00		Escort the 5th artist to Press & Media zone	Stage	Artist manager's assistant	

18:00	5 mins	Escort journalists & bloggers to Press & Media zone	Main tent	Press Assistant	
18:05	5-10mins	Quick briefing of the MC's and tech crew before 6th Artist	TV Crew Green room	Project manager	
18:10	15 mins	Media interview with 5th Artist	Press & Media zone	Press Manager	Press Assistant
18:10	5 mins	Cleaning and resetting tent/stage for the next session	Main tent	Volunteers' supervisor, screen-, stage manager	Volunteers
18:10		Welcome the attendees of 6th session to proceed to their sector's entrances	The area infront of the Main tent	Stewards/volunteers	
18:15		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
18:15	5-8 mins	Escort the guests with reduced mobility to their place		Assigned steward/volunteer	
18:20		Check that artist and MCs are ready before 6th session	Green rooms	Artist & MC manager	
18:25		Make sure that all attendees taken their seats for 6th session	Main tent	Volunteers' team leader	Volunteers
18:25	5 mins	Assist the 5th artist to Grand Circle tent	Press & Media zone	Artist & MC manager	
18:30	40 mins	Grand Circle Experience with 5th Artist	Grand Circle tent		
18:30	60 mins	6th session	Main tent		
19:10	20 mins	Empty the space and clean Grand Circle tent for the next session	Grand Circle tent	Volunteers team lead	Stewards/volunteers
19:15		Entrance to the event area opens for attendees of 7th session	The main entrance to the event area	Volunteers' team leader securities' team leader	
19:20		Meet the 7th artist next to Artists' entrance	Artist's entrance	Artists manager	
19:30	10 mins	Assist the participants of 6th Grand Circle to Grand Circle tent	Main tent	Stewards/volunteers	
19:30	10 mins	Control and help the attendees of 6th session to exit	Main tent	Volunteers' team leader	Volunteers
19:30		Escort the artist 6 to Press & Media zone	Stage	Artist manager's assistant	
19:30	5 mins	Assist journalists, press & bloggers to Press & Media zone	Main tent	Press Assistant	
19:35	5-10mins	Quick briefing of the MC's and tech crew before 7th Artist	TV Crew Green room	Project manager	
19:35	2,5 h	Check if Dinner for Volunteers and security is ready	Staff tent	Venue and Crew manager	Glasto catering manager
19:40	15 mins	Media interview with 6th Artist	Press & Media zone	Press Manager	Press Assistant
19:40	5 mins	Cleaning and resetting tent/stage for the next session	Main tent	Volunteers' supervisor, screen-, stage manager	Volunteers
19:40		Welcome the attendees of 7th session to proceed to their sector's entrances	area infront of the Main tent	Stewards/volunteers	
19:45		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
19:45	5-8 mins	Escort the guests with reduced mobility to their place		Assigned steward/volunteer	
19:50		Check that artist and MCs are ready for 7th session	Green rooms	Artist & MC manager	
19:55		Make sure that all attendees taken their seats for the 7th session	Main tent	Volunteers' team leader	Volunteers
19:55	5 mins	Assist the 6th artist to Grand Circle tent	Press & Media zone	Artist & MC manager	
20:00	40 mins	Grand Circle Experience with 6th Artist	Grand Circle tent		
20:00	60 mins	7th session	Main tent		
20:40	20 mins	empty the space and clean Grand Circle tent for the next session	Grand Circle tent	Volunteers' team leader	Stewards/volunteers
20:45		Entrance to the event area opens for attendees of 8th session	The main entrance to the event area	Volunteers' team leader securities' team leader	
20:50		Meet the 8th artist next to Artists' entrance	Artist's entrance	Artists manager	
21:00	10 mins	Assist the participants of 7th Grand Circle to Grand Circle tent	Main tent	Stewards/volunteers	
21:00	10 mins	Control and help the attendees of 7th session to exit	Main tent	Volunteers' team leader	Volunteers
21:00		Escort the 7th artist to Press & Media zone	Stage	Artist manager's assistant	
21:00	5 mins	Assist journalists, press & bloggers to Press & Media zone	Main tent	Press Assistant	
21:05	5-10mins	Quick briefing of the MC's and tech crew before 8th Artist	TV Crew Green room	Project manager	
21:10	15 mins	Media interview with 7th Artist	Press & Media zone	Press Manager	Press Assistant
21:10	5 mins	Cleaning and resetting tent/stage for the next session	Main tent	Volunteers' supervisor, screen-, stage manager	Volunteers
21:10		Welcome the attendees of 8th session to proceed to their sector's entrances	The area infront of the Main tent	Stewards/volunteers	
21:15		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
21:15	5-8 mins	Escort the guests with reduced mobility to their place		Assigned steward/volunteer	
21:20		Check that artist and MCs are ready for 8th session	Green rooms	Artist & MC manager	
21:25		Make sure that all attendees taken their seats for 7th session	Main tent	Volunteers' team leader	Volunteers
21:25	5 mins	Assist the 7th artist to Grand Circle tent	Press & Media zone	Artist & MC manager	
21:30	40 mins	Grand Circle Experience with Artist 7	Grand Circle tent		
21:30	60 mins	8th session	Main tent		
22:10	20 mins	Empty the space and clean Grand Circle tent for the next session	Grand Circle tent	Volunteers' team leader	Stewards/volunteers

22:15		Entrance to the event area opens for attendees of 9th session	The main entrance to the event area	Volunteers' team leader securities' team leader	
22:20		Meet the 9th artist next to Artists' entrance	Artist's entrance	Artists manager	
22:30	10 mins	Assist the participants of Grand Circle 8 to Grand Circle tent	Main tent	Stewards/volunteers	
22:30	10 mins	Control and help the attendees of session 8 to exit	Main tent	Volunteers' team leader	Volunteers
22:30		Escort the 8th artist to Press & Media zone	Stage	Artist manager's assistant	
22:30	5 mins	Assist journalists, press & bloggers to Press & Media zone	Main tent	Press Assistant	
22:35	5-10mins	Quick briefing of the MC's and tech crew before 9th Artist	TV Crew Green room	Project manager	
22:40	15 mins	Media interview with 8th Artist	Press & Media zone	Press Manager	Press Assistant
22:40	5 mins	Cleaning and resetting tent/stage for the next session	Main tent	volunteer supervisor, screen manager, stage manager	Volunteers
22:40		Welcome the attendees of 9th session to proceed to their sector's entrances	The area infront of the Main tent	Stewards/volunteers	
22:45		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
22:45	5-8 mins	Escort the guests with reduced mobility to their place		Assigned steward/volunteer	
22:50		Check that artist and MCs are ready for 9th session	Green rooms	Artist & MC manager	
22:55		Make sure that all attendees taken their seats for 9th session	Main tent	Volunteers' team leader	Volunteers
22:55	5 mins	Assist the 8th artist to Grand Circle tent	Press & Media zone	Artist & MC manager	
23:00	40 mins	Grand Circle Experience with 8th Artist	Grand Circle tent		
23:00	60 mins	9th session	Main tent		
23:40	20 mins	Empty the space and clean Grand Circle tent for the next session	Grand Circle tent	Volunteers team lead	Stewards/volunteers
23:45		Entrance to the event area opens for attendees of 10th session	The main entrance to the event area	Volunteers' team leader securities' team leader	
23:50		Meet the 10th artist next to Artists' entrance	Artist's entrance	Artists manager	
00:00	10 mins	Escort the participants of 9th Grand Circle to Grand Circle tent	Main tent	Stewards/volunteers	
00:00	10 mins	control and help the attendees of 9th session to exit	Main tent	Volunteers' team leader	Volunteers
00:00		Assit the 9th artist to Press & Media zone	Stage	Artist manager's assistant	
00:00	5 mins	Escort journalists, press & bloggers to Press & Media zone	Main tent	Press Assistant	
00:05	5-10mins	Quick briefing of the MC's and tech crew before 10th Artist	TV Crew Green room	Project manager	
00:10	15 mins	Media interview with 9th Artist	Press & Media zone	Press Manager	Press Assistant
00:10	5 mins	cleaning and resetting tent/stage for the next session	Main tent	Volunteers' supervisor, screen-, stage manager	Volunteers
00:10		Welcome the attendees of 10th session to proceed to their sector's entrance	The area infront of the Main tent	Stewards/volunteers	
00:15		Assist the attendees with finding and taking their seats	Main tent	Stewards/volunteers	
00:15	5-8 mins	Escort the guests with reduced mobility to their place		Assigned steward/volunteer	
00:20		Check that artist and MCs are ready for 10th session	Green rooms	Artist & MC manager	
00:25		Make sure that all attendees taken their seats for the 10th session	Main tent	Volunteers' team leader	Volunteers
00:25	5 mins	Escort the 9th artist to Grand Circle tent	Press & Media zone	Artist & MC manager	
00:30	40 mins	Grand Circle Experience with 9th Artist	Grand Circle tent		
00:30	60 mins	10th session	Main tent		
01:10	20 mins	empty the space and clean Grand Circle tent for next session	Grand Circle tent	Volunteers team lead	Stewards/volunteers
01:30	10 mins	Assist the participants of 10th Grand Circle to Grand Circle tent	Main tent	Stewards/volunteers	
01:30	15 mins	Control and help the attendees of 10th session to exit	Main tent	Volunteers' team leader	Volunteers
01:30		Assist the 10th artist to Press & Media zone	Stage	Artist manager's assistant	
01:30	5 mins	Escort journalists, press & bloggers to Press & Media zone	Main tent	Press Assistant	
01:35	15 mins	Media interview with Artist 10	Press & Media zone	Press Manager	Press Assistant
01:45	50 mins	Cleaning the tent/stage	Main tent	Volunteers' supervisor, Glastonbury manager	Volunteers
01:55	5 mins	Assist the 10th artist to Grand Circle tent	Press & Media zone	Artist manager's assistant	
02:00	40 mins	Grand Circle Experience with 10th Artist	Grand Circle tent		
02:10	20 mins	End of the day review	Staff tent	Project manager	All managers
02:40	10 mins	Help the last attendees to exit	Grand Circle tent	Artist manager	Night securities
02:50	30 mins	Cleaning of Grand Circle tent	Grand Circle Tent	Glastonbury manager	

Blue	Volunteers & security management	Pink	MC briefing
Red	Press management	Yellow	Grand Circle experience
Purple	Sessions	Orange	Artist management
Black	Guest management	Green	Technical & other

AV Equipment List

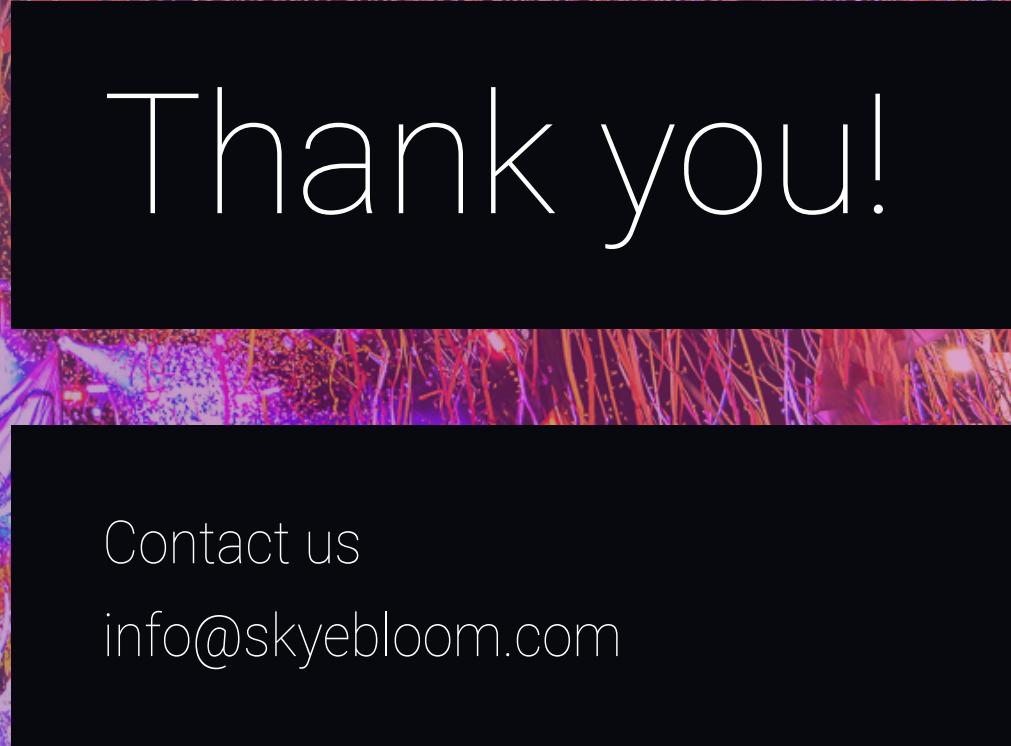
All essentials accessories such as cables, stands etc. are included in all the below items.

Location	What/ Item	Tech Details	Description
Sound			
Loudspeaker	d&b Audiotechnik Q7	The Q7 is a 75" x 40" passive 2-way loudspeaker housing two 10" LF drivers and a 1.3" HF compression driver with a rotatable constant directivity horn and a passive crossover network.	
Amplifier	d&b Audiotechnik D12	The D12 contains setups for all d&b loudspeakers and a linear mode. The D12 incorporates a digital rotary encoder and a LCD display to configure the amplifier.	
Subwoofer	d&b Audiotechnik B2-SUB	The B2 subwoofer with its high output bandpass horn design and extremely high SPL is ideal for extended bass requirements. It is configurable to be either an infrabass for the C4 system or a high output, alternative subwoofer for the F1222 or C7 systems. When used with a C4 system, d&b recommend a ratio of four C4-SUBs to one B2.	
Audio mixing console	YAMAHA TF5	The Yamaha TF5 is a rack-mountable digital audio mixing console that features a touchscreen display, 33 motorized faders, and is expandable up to 48 input channels by adding the optional Tio1608-D I/O rack. Ideal for a multitude of live sound reinforcement scenarios.	
Microphone	Sennheiser EW 100 G4-835-S Hand mic	Is an easy-to-set-up rackmount wireless handheld microphone system that brings high-quality, reliable audio to presenters, clergy, lecturers, and performers working in business and educational settings, houses-of-worship, theaters, or on musical stages.	
	Fifine Wireless Lavalier Mic	Headset or Lavalier mic are ideal for applications requiring maximum performance and mobility. Uni-directional condenser mic ensures clean transparent audio and enhanced vocal pickup. Mic's LCD and receiver indicator provide constant monitoring of battery.	
	Mic.stand Soundking	One-hand Microphone Stand With Arm Boom	
Piano			
Guitar		Depend on the artist	
Light			
Moving head	ARENA Black Hawk (BEAM-SPOT-WASH)	Is a lighting effects device for a professional usage on stages, discotheques, theatres etc. This device was designed for indoor use only. It has auto-voltage power supply with wide voltage range from 100V to 240V. The device can be operated in two DMX modes: 16 and 24 channels	
	ARENA BLINDO 19 x 15W LED 4 in 1	Fast and powerful. 19 pcs of 15W OSRAM 4-in-1 superbright LEDs. Simultaneous operation of zoom engines with one step. Stylish black plastic housing of high quality. Independent control of each LED section. Ability to configure and reset the DMX address using the built-in 2000mAh battery.	
Projector	Showtec Followspot LED 120W	The Showtec Followspot LED 120W is a powerful lighting device, suitable for a variety of events and applications. From live band to school play, this followspot will do the job and add the professional touch you are looking for.	
Signal converter	HALO NET-8 PRO	8 DMX ports. 4096 channels. Installation in rivers. Works in two modes: Server (with DMX512 in ArtNet), Node (with ArtNet in DMX512).	
Garland	Chain Fairy Lighting	Warm white retro belt light garland, E27, 10 m	
PAR	HALO CLUB PAR 18 RGBWA-UV	Light device FreeColor led par	
Stage			
H40V Prolyte diameter 6 m	Aluminium Truss Systems		
Screen LED 16:9 320cm x 192cm			
Back curtain			
Video			
Camera	Sony A7 II		
Other			
Generator 70kWt			
Radio sets			
Ipad			
Laptop			
Sound			
Loudspeaker	JBL PRX 615M	2-Way Active Speaker. Offering the perfect balance between size and performance; the JBL PRX615 is small, lightweight, versatile and powerful	
Amplifier	SOUNDCRAFT EFX8	Audio mixer featuring 8 mono mic / line inputs and 2 stereo line input channels.	
Microphone	Sennheiser EW 100 G4-835-S Hand mic	Is an easy-to-set-up rackmount wireless handheld microphone system that brings high-quality, reliable audio to presenters, clergy, lecturers, and performers working in business and educational settings, houses-of-worship, theaters, or on musical stages.	
	Fifine Wireless Lavalier Mic	Headset or Lavalier mic are ideal for applications requiring maximum performance and mobility. Uni-directional condenser mic ensures clean transparent audio and enhanced vocal pickup. Mic's LCD and receiver indicator provide constant monitoring of battery.	
Light			
PAR	HALO CLUB PAR 18 RGBWA-UV	Light device FreeColor led par	
Signal converter	HALO NET-8 PRO	8 DMX ports. 4096 channels. Installation in rivers. Works in two modes: Server (with DMX512 in ArtNet), Node (with ArtNet in DMX512).	
Other			
Generator 20kWt			
Radio sets			
Ipad			
Laptop			
Back curtain			

Location	What/ Item	Tech Details	Description
Sound			
Loudspeaker	JBL PRX 615M	2-Way Active Speaker. Offering the perfect balance between size and performance; the JBL PRX615 is small, lightweight, versatile and powerful	
Amplifier	SOUNDCRAFT EFX8	Audio mixer featuring 8 mono mic / line inputs and 2 stereo line input channels.	
Microphone	Sennheiser EW 100 G4-835-S Hand mic	Is an easy-to-set-up rackmount wireless handheld microphone system that brings high-quality, reliable audio to presenters, clergy, lecturers, and performers working in business and educational settings, houses-of-worship, theaters, or on musical stages.	
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Light			
PAR	HALO CLUB PAR 18 RGBWA-UV	Light device FreeColor led par	
Signal converter	HALO NET-8 PRO	8 DMX ports. 4096 channels. Installation in rivers. Works in two modes: Server (with DMX512 in ArtNet), Node (with ArtNet in DMX512).	
Other			
Generator 20kWt			
Radio sets			
Ipad			
Laptop			
Back curtain			



Thank you!



Contact us
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