PATRICK DUNN – EUROPEAN TOUR

INFORMATION PACK
09/10/17 – 23/10/17

Patrick Dunn's European tour is going to be kept as simple as possible, performing in small venues, creating a more personal experience for his fans. Apart from his band and their instruments, there will be nothing else on stage, keeping the beauty of simplicity to their performance.

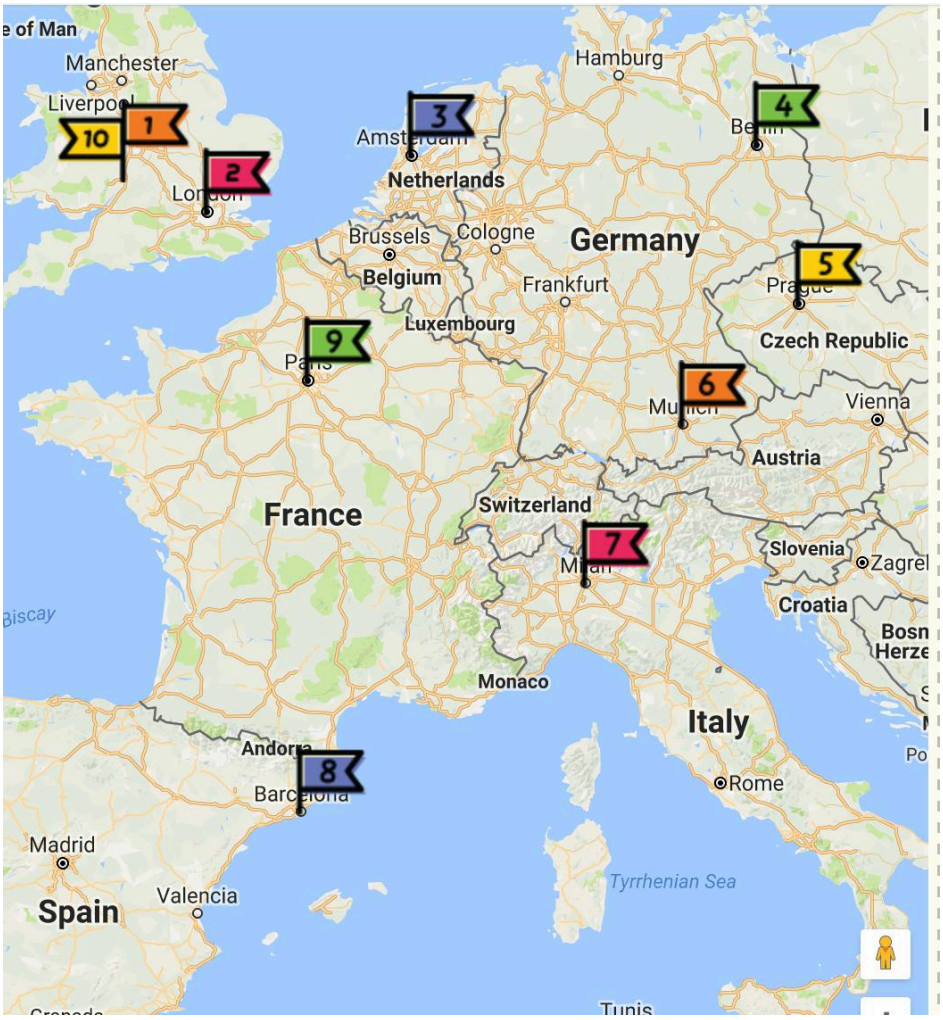
TRAVEL INFO

TRANSPORT: T900 STAR LINER

Average fuel price: 1.21

Fuel Expenditure: £1,565.59

Total trip cost: £3,536.89



1 **Cheltenham, United King**
0 nights | Mon. Oct 09
153 km, 1h 51m

2 **London, United Kingdom**
1 night | Mon. Oct 09–Tue. Oct 10
357 km, 7h 56m

3 **Amsterdam, Netherland**
2 nights | Tue. Oct 10–Thu. Oct 12
654 km, 6h 52m

4 **Berlin, Germany**
1 night | Thu. Oct 12–Fri. Oct 13
350 km, 3h 54m

5 **Prague, Czech Republic**
1 night | Fri. Oct 13–Sat. Oct 14
380 km, 4h 1m

6 **Munich, Germany**
2 nights | Sat. Oct 14–Mon. Oct 16

7 **Milan, Italy**
2 nights | Mon. Oct 16–Wed. Oct 18
725 km, 16h 6m

8 **Barcelona, Spain**
2 nights | Wed. Oct 18–Fri. Oct 20
1034 km, 10h 34m

9 **Paris, France**
1 night | Fri. Oct 20–Sat. Oct 21
618 km, 6h 21m

10 **Cheltenham, United King**
1 night | Sat. Oct 21–Sun. Oct 22

Band Contacts

Patrick Dunn
+44 (0)

Emergency Contacts

Gwenllian Alys Thomas (crew)
+44 (0)
Hannah Mitchell (crew)
+44 (0)
Callum Pond (crew)
+44 (0)
Zoe Richards (crew)
+44 (0)

Travelling:
Patrick Dunn, Gwenllian Alys Thomas, Hannah Mitchell, Callum Pond, Zoe Richards, 2 bus drivers

Accommodation for touring staff members:

Location	Venue	Accommodation	Booking Website	Type of room	Price (pp)	Distance from venue (minutes)
London	Roundhouse	Start Hyde Park View Hostel	Hotels.com	6 people per room	£29	21
Amsterdam	Heineken Music Hall	Holiday Inn Express	Booking.com	Standard room	£69	8
Berlin	Quasimodo	Vannis Haus	Hostels.com	6 people per room	£20	26
Prague	Palac Akropolis	Mosaic House	Hostels.com	Private room	£20	11
Paris	L'Olympia	Hostel Villa Saint Exupery Beach	Hostels.com	Private room	£67	3
Milan	Sodra Teatern	Atmos Luxe Hostel & Rooms	Hostelworld.com	Private room	£31.26	11
Barcelona	Razzmatazz	Casa Gracia Barcelona Hostel	Hostelworld.com	Private room	£91	10

Venues

1. **Cheltenham** – starting point

2. **London**: Roundhouse

   - RADIO: BBC 6
   - PRESS: Acoustic magazine
   - ONLINE: Tweet, Facebook and Instagram where they are, what they're doing

3. **Amsterdam**: Heineken Music Hall
   - RADIO: Amsterdam FM
   - PRESS: University of Amsterdam (ahk)
   - ONLINE: Tweet, Facebook and Instagram where they are, what they're doing

4. **Berlin**: Quasimodo
   - RADIO: Energy Acoustic
   - PRESS: Indie Berlin
   - ONLINE: Tweet, Facebook and Instagram where they are, what they're doing

5. **Prague**: Palac Akropolis
   - RADIO: Hit radio rion
   - PRESS: Local life
   - ONLINE: Tweet, Facebook and Instagram where they are, what they're doing

6. **Munich**: Hard Rock Café
   - RADIO: Energy Acoustic hits
   - PRESS: Munich acoustic sessions
   - ONLINE: Tweet, Facebook and Instagram where they are, what they're doing

7. **Paris**: L'Olympia Bruno Coquatrix
   - RADIO: NRJ acoustic hits
   - PRESS: Time out Paris
   - ONLINE: Tweet, Facebook and Instagram where they are, what they're doing

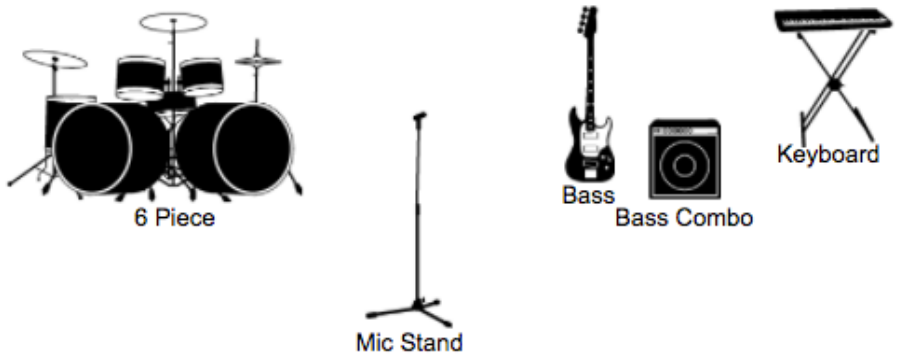
8. **Milan**: Le Trottoir
   - RADIO: Radio Monte Carlo
   - PRESS: Milano Acoustics
   - ONLINE: Tweet, Facebook and Instagram where they are, what they're doing

9. **Barcelona**: Razzmatazz
   - RADIO: Radio Cabrera

- PRESS: Metropolitan
- ONLINE: Tweet, Facebook and Instagram where they are, what they're doing

10. **Cheltenham**: The Frog and Fiddle
    - RADIO: BBC Radio Gloucestershire
    - PRESS: University of Gloucestershire students
    - ONLINE: Tweet, Facebook and Instagram where they are, what they're doing

Stage Plan



Tech Requirements

SOUND

- Microphones, microphone stands and speakers shall all be brought on tour with the band.
- Sound will be controlled from the side of the stage by a panel connected to the PA system.
- A sound check will need to be carried out at each venue due to different venues carrying different acoustics/sound.

HOUSE SOUND SYSTEM

- If the venues use their own sound system that meets the requirements of the band, these shall be used if permitted. This allows the load of equipment to be transported from the bus to inside the venue kept to a minimum, also decreasing the possibility of injury to a crew member.

LIGHTING REQUIREMENTS

- Lights will be used where available at each venue, but LED lights will be taken along with the band. Lighting will be kept minimal as some of the venues are small. Extensions cables will also be transported with the band to allow for different sized venues.

EQUIPMENT

- The band will be travelling in a tour bus, so equipment will be transported from each venue in the hold of the bus. Equipment will be stored in hard cases with wheels for easy mobility. Equipment will be loaded, unloaded and moved by band members and staff.

Merch - http://awesomemerchandise.com/

- Merchandise will be available to purchase at each venue. Items will include t-shirts, hoodies and stickers. There will be 80 t-shirts available at £10 each and 40 hoodies at £18 each and all will be available in a variety of sizes.

Equipment Checklist

- Drum Set (as agreed with band)
- Four pairs of drum sticks (spare in case some break)
- 1x Bass Guitar
- 2x Jack Cables
- Box of Picks
- Spare Strings Guitar
- Keyboard set (as agreed with band)
- Electrical Tape,
- 1x PA systems (spare)
- 2x Microphones & cables
- x2 Microphone Stands

Personal Checklist (per person)

- PASSPORT
- 16x Pairs of Underwear
- 16x Pairs of Socks
- 9x Casual Tops (to wear during performance)
- 9x Casual Bottoms (to wear during performance)
- 16x Casual Tops (everyday wear)
- 1x Coat
- 2x Jumpers
- Sun lotion
- Headphones
- Personal music player
- Portable gaming device
- 2x Towels
- Toothbrush
- Toothpaste
- Mobile (for use around Europe)
- Mobile Charger
- Adapters
- Portable Charger
- Shampoo
- Body Wash
- Deodorant
- Money
- Trainers
- Shoes
- Medication
- Inhalers
- PASSPORT

DAY ONE

Monday 9th October: CHELTENHAM TO LONDON

TRAVEL INFO

09:00 Depart Cheltenham

12:00: Arrive in London

13:00: Head to the BBC to prep for radio show

14:00: Interview and promotion show on Radio 6

15:30: Check in to hotel

16:00: Upload online promotion

18:00: Head to the Roundhouse

19:00: Soundcheck

20:30: Play Set till 10pm

22:00: Pack up kit

23:00: Head back to the hotel for the night

GIG INFO

VENUE NAME: Roundhouse

SET LENGTH: Approx. 2 x 45 minutes, but flexible

PARKING: Load in at venue and find a space nearby

VENUE WEBSITE: http://www.roundhouse.org.uk

PA: In house system

FOOD AND DRINK: Food and drink included.

DAY TWO

Tuesday 10th October: LONDON TO AMSTERDAM

TRAVEL INFO

09:30 Depart for Folkestone

11:30: Arrive

12:00: Depart for Calais through the channel tunnel

14:00: Arrive at Amsterdam Hotel

15:00: Upload online promotion

16:00 Free for rest of the day

DAY THREE

Wednesday 11th October: AMSTERDAM

11:00: Head to radio station for interview and gig promotion

17:00: Head to venue

19:00: Soundcheck

20:30: Play Set till 10pm

22:00: Pack up kit

23:00: Head back to the hotel for the night

GIG INFO

VENUE NAME: Heineken Music Hall

SET LENGTH: 2 x 45 minutes

PARKING: On street only. They are going to try to reserve a spot for us at the front of the venue if they can.

VENUE WEBSITE: http://www.heineken-music-hall.nl

PA: In house system

FOOD AND DRINK: Provided by venue. Will be brought in and we can pick from Thai / Sushi, Indian and Pizza.

DAY FOUR

Thursday 12th October: AMSTERDAM TO BERLIN

TRAVEL INFO

10:00 Depart Amsterdam

13:00 Arrive at Berlin hotel

14:00 Head to radio station for interview and promotion

15:00 Upload online promotion

17:00 Head to venue

19:00: Soundcheck

20:30: Play Set till 10pm

22:00: Pack up kit

23:00: Head back to the hotel for the night

GIG INFO

VENUE NAME: Quasimodo

SET LENGTH: 2 x 45

PARKING: On street near venue.

VENUE WEBSITE: http://www.quasimodo.de/en/

PA: In house system

FOOD AND DRINK: Provided by venue.

DAY FIVE

Friday 13th October: BERLIN TO PRAGUE

TRAVEL INFO

09:00 Depart from Berlin

11:00 Arrive at Prague hotel

13:00 Head to radio station for interview and promotion

15:00 Upload online promotion

17:00 Head to venue

19:00: Soundcheck

20:30: Play Set till 10pm

22:00: Pack up kit

23:00: Head back to the hotel for the night

GIG INFO

VENUE NAME: Palac Akropolis

SET LENGTH: 2 x 45 minutes

PARKING: You can drive to the door at 21:00 to drop of your gear and then park on the road nearby.

VENUE WEBSITE: http://www.palacakropolis.cz

FOOD AND DRINK: Food and drink included.

DAY SIX

Saturday 14th October: PRAGUE TO MUNICH

TRAVEL INFO

09:00 Depart from Prague

11:00 Arrive at Munich hotel

13:00 Upload online promotion

14:00: Free for the rest of the day

NOTES: “The party factor will be high”.

DAY SEVEN

Sunday 15th October: MUNICH

TRAVEL INFO

11:00: Head to radio station for interview and promotion

17:00: Head to venue

19:00: Soundcheck

20:30: Play Set till 10pm

22:00: Pack up kit

23:00: Head back to the hotel for the night

GIG INFO

VENUE NAME: Hard Rock Café

SET LENGTH: 2 x 45 minutes

VENUE WEBSITE: http://www.hardrock.com/cafes/munich/

DAY EIGHT

Monday 16th October: MUNICH TO MILAN

TRAVEL INFO

09:00 Depart from Munich

11:00 Arrive at Milan hotel

13:00 Head to radio station for interview and promotion

Free evening

DAY NINE

Tuesday 17th October: MILAN

TRAVEL INFO

15:00 Upload online promotion

17:00 Head to venue

19:00: Soundcheck

20:30: Play Set till 10pm

22:00: Pack up kit

23:00: Head back to the hotel for the night

GIG INFO

VENUE NAME: Le Troittor

SET LENGTH: 2 x 45 minutes

VENUE WEBSITE: http://www.letrottoir.it/trottoir.php

FOOD AND DRINK: Takeaway

PARKING: At hotel.

DAY TEN

Wednesday 18th October: MILAN

FREE DAY

DAY ELEVEN

Thursday 19th October: MILAN TO BARCELONA

TRAVEL INFO FOR AFTER GIG

10:00 Depart Milan

11:00 Arrive at Barcelona hotel

13:00 Head to radio station for interview and promotion

15:00 Upload online promotion

17:00 Head to venue

19:00: Soundcheck

20:30: Play Set till 10pm

22:00: Pack up kit

23:00: Head back to the hotel for the night

GIG INFO

VENUE NAME: Razzmatazz

SET LENGTH: 2 x 45 minutes

VENUE WEBSITE: https://www.residentadvisor.net/club.aspx?id=911

DAY TWELVE

Friday 20th October: BARCELONA TO PARIS

TRAVEL INFO

10:00 Depart Barcelona

15:00 Arrive at Paris hotel

Free evening

DAY THIRTEEN

Saturday 21st October: PARIS

TRAVEL INFO

11:00: Head to radio station for interview and promotion

17:00: Head to venue

19:00: Soundcheck

20:30: Play Set till 10pm

22:00: Pack up kit

23:00: Head back to the hotel for the night

GIG INFO

VENUE NAME: L'Olympia Bruno Coquatrix

SET LENGTH: 2 x 45 minutes

PARKING: In the town square as previously.

VENUE WEBSITE: http://en.olympiahall.com

FOOD AND DRINK: Food and drink included.

DAY FOURTEEN

Sunday 22nd October: PARIS TO CHELTENHAM

TRAVEL INFO

8:00 Depart Paris

10:00: Arrive at Calais for channel tunnel crossing

17:00 Arrive in Cheltenham

18:00: Set-up at Frog

20:00: Final set till 22:00

GIG INFO

VENUE NAME: Frog and FIddle

SET LENGTH: 2 x 60 minutes

PARKING: Parking at venue

VENUE WEBSITE: http://www.frogandfiddle.butcombe.com

PA: Pizza from dominoes

FOOD AND DRINK: Food and drink included.

Patrick Dunn Music Tour October 2017

- **Patrick Dunn**

- **Tour Manager**

The tour manager is given the itinerary for the overall tour by the booking agent. Working from this itinerary, the tour manager is in charge of a variety of duties.

- Financial: ticket income, budgets for the tour, work permits, accommodation, transport, sound, lighting, rehearsals, equipment, and other expenses. This is given to the business manager.
- Overseeing travel arrangements e.g. transporting the artist on time to the venue/ airport/bus.
- Overseeing venue arrival – double checking that the venue knows their technical arrangements: sound, and lighting
- Supervising setup operations on the stage
- Supervising opening acts
- Ensuring the venue will be open to the audience on time by supervising sound checks: need to run on time
- Ensuring all acts perform on time
- Setting performance fee with promoter and collecting money
- Preparing artist and crew itinerary sheets for the next day
- Overseeing artist and crew on to transport or to the next hotel
- Reporting the show's attendance figures to management and booking agent

- **Production Manager**

The production manager ensures that everything happens at the right time and happens to the highest standards. There duties involve:

- Getting a team of technical and management staff to make sure the event is a success

- Attending meetings with the artist, sound and lighting team, and the artistic director to plan every aspect of the concert/tour
- Planning within the budget and managing the finances
- Ensuring the health and safety legislation is followed
- Scheduling interviews for the artist

- **Tour Publicist**

A music publicist is a type of press agent who represents artists. There duties involve:

- Create press releases
- Creates speeches for the artist to say within a press conference, interview and other events.
- Organise the artist to work with charities
- Organise promotional appearances e.g. promoting a tour/album/campaigns etc.

- **Sound Engineer**

Sound technician roles include: the production which is the recording either on set or on location, and the post production which is the balancing, mixing, editing and enhancing of pre-recorded audio.

- **Photographer**

The photographer is in charge of taking professional looking photos of the artist while on stage. These can be then use to promote the artist tour through social media: Instagram, Facebook, Twitter etc.

- **Lighting Technician**

A lighting technician is involved with controlling artificial, electric lights for the concert/event; to ensure they know the whole production of the show, they need to work closely with the sound engineer and the tour manager to clarify what lighting the production team wants.

- **Guitar Technician**

The guitar technician duties range from restringing the artist's guitar and performing sound checks to making guitar repairs if the artist has some how broken it. They need to have a broad knowledge of all musical equipment that the artist works with.

- **Tour Bus Driver**

The tour bus driver is the person who is responsible in getting the artist and crew to the various venues that the artist is performing at. This also may include the driver transporting them to different hotels and airports too.

- **Wardrobe**

Wardrobe staff main duties are:

- dressing the artist
- standing by the stage to dress the artist between performances
- making alterations before the performances
- packing and unpacking costumes
- cleaning the clothes
- helping with buying's and fittings

- **Merchandise**

Merchandising is about planning and developing a strategy to be able to sell a range of products that meets the sales and profits targets. There duties are:

- Analysing past sales figures/trends to predicts future product needs
- Conducting a merchandise plan
- Conducting a contract for suppliers: quality control, accuracy and flexibility – done throughout the season
- Allocating specific amounts of stock to each supplier throughout the year.

Health and Safety

Date: 9th October 2017 – 23rd October 2017

Access and Exit

Consideration needs to be taken for how your audience will both access and exit the venue. Temporary traffic signs may be needed or event marshals to guide traffic to the correct venue. The parking also needs to be considered within this section in order to include both the audience's individual vehicles, coaches plus the artist, and staff's vehicles.

When the artist is leaving any transportation, you need to make sure one of the members of the security (SIA) is with them at all time. This is for the artist's protection and safety.

Travel Management

Before you start traveling, you need to ensure the transportation is in a good, safe condition for artist's, staff and drivers safety.

If you are involved in a road-traffic accident while traveling and a person, other than yourself is injured, or there is damage to another vehicle, you need to stop and remain at the scene for a reasonable period. You will also need to give your vehicle registration number, your name and address, and the vehicle owner to anyone with reasonable grounds for asking for those details.

If another person is injured, you must produce your certificate of insurance; only if anyone at the scene has reasonable grounds to see it. If you do not, you must report the accident at a police station within 24 hours of the accident.

You're obliged to do these things not only when you are directly involved in an accident, but also if your vehicle's 'presence' was a factor within it.

If your transport breaks down on any motor way, you need to pull

onto the hard shoulder making sure you stop the vehicle as far to the left as you can with the wheels turned to the left. Make sure your hazard lights are on if its dark or foggy and ensure everyone steps out of the vehicle and stand behind the barrier away from the vehicle. The driver should call 0800 88 77 66 or use the AA app on a mobile, or if you do not have that access, you need to walk to an emergency phone on your side of the carriageway.

Noise

Sound and particularly volume is a huge consideration at any music event. High sound levels can present a risk to the audience. This is both because of the effect high volume may have on hearing and because of the high levels of vibration. It is a requirement of The Health and Safety at Work Act 1974, and the Noise at Work Regulations 2005, that employers and event organisers protect both their workers and audience from noise and vibrations throughout the artist's performance. Sound and vibration levels should be monitored at all times during rehearsal, sound check and performance in case adjustments need to be readjusted and changed.

Fire Safety

Fire safety law changed in October 2006 with the introduction of the Regulatory (Fire Safety) Order 2005.

Matters that you need to consider:

- Carry out a fire risk assessment as required by law.
- Check if the fire alarms are working before the event
- Provide appropriate equipment/make sure there are the essential equipment around the venue in case a fire starts
- The Fire Brigade should be called at once if any fire is suspected

Crowd Management

You need to have a clear knowledge of numbers, type of staff/stewards on hand, how they will organise themselves and who is in charge. To manage crowds, you need to have an understanding of crowd psychology and dynamics to be able to manage them accordingly. To be prepared for crowd surges,

injuries and other major incidents, you need to ensure a risk assessment is completed: should include and emergency and first aid plan.

Temporary Structures
If staging, lighting and sound towers are to be put up for the performance; one person should provide a written confirmation that states the structures are safe in any conditions.

All staging products should be placed to ensure all exits and entrances are accessible.

Fall protection for the edge of the stage facing the audience is not normally provided by the venue, but the edge should be clearly marked.

Information, notices, and signage

Safety signs and information notices are important to ensure successful communication through an event. Internationally recognised logos are helpful to non-English speaking/reading individuals e.g. staff, artists, audience etc.

Lighting and Electrical appliances

Electricity can cause death, or serious injury to performers, workers, or the audience. Faults, damage, misuse or lack of maintenance can result in any appliances being unsafe resulting in a risk of a fire.

- All appliances need to be put in by a qualified engineer
- All electrical appliances and equipment must go by the general requirements of the Electricity at Work Regulations 1989.
- All appliances need to be tested before the event starts

First Aid Management

Matters organisers must consider:

- Make sure that the basic first aid services are always available. All events should have a qualified first aider and a suitable place for the first aid to be treated.
- Any first aid post should be clearly signposted and provided with easy access for the audience.
- Provide access to a telephone or mobile
- Ensure everyone working the event know exactly where the first aid post is and how to get there

Contractors

Many contractors on the site, can provide as issue within the health and safety on site. Asking contractors to provide their own health and safety policies, as well as detailing where the risks may lie during their work can be beneficial for the overall tour experience. You need to ensure that you have communicated clearly to the contractors and the outside workers the safety policies and requirements before they start working.