

Show Stop Procedure

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Types of Show Stop:

For the upcoming music events at Aviva Studios, there will be two types of show stops:

- **Full Stop:** A Full Stop show stop calls for an immediate halt to the show. This should only be called if the need is immediate, urgent, and severe. A Full Stop Show Stop can only be called by one of the Event Primaries.
 - **Show Freeze:** A Show Freeze can be called if a need to stop the show has been identified, but does not require an immediate cessation of the performance. (I.e., the performer can finish the song before the show is stopped).
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Authorised Personnel

There are four roles that are authorised to call a show stop of either type, these should be known as the Event Primaries, consisting of:

- Stage Manager
- Duty Technical Manager (Duty Tech)
- Duty Front House Manager
- Security Manager
- Event Manager

The Pit Supervisor can also request a show stop in consultation with the Security Manager, Stage Manager and/or Event Control.

Examples of when show stop may be called or requested include, but are not limited to:

- Fire Detection or Fire Alarm Activation
- Crowd Disturbance or Management Issue
- Extreme Pressure on the Barrier
- Crowd Collapse
- Excessive and/or dangerous pit activity.
- Climbing of structures in the venue (artists or public)

- Medical Incident in the Crowd
 - Structural Failure
 - Technical Failure causing risk to artist or public.
 - Security Threat: Front of House, Back of House, External, Reported.
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Identification:

All staff authorised to either call or request a show stop should hold appropriate accreditation granting them the authority to do so. This will be:

- **Red Show Stop Card:** The red show stop card will identify personnel who hold the authority to call either a Full Stop or Show Freeze.

Any show-stop card holder must also hold:

- Event Specific Accreditation clearly stating their name and title.

The two forms of identification work in tandem and both are required to provide authorisation to the card holder to call a show stop.

Process for Show Stops:

Show Stop Meetings:

It is imperative that a show stop meeting takes place prior to event. The show stop meeting should take place after the Full Staff Briefing prior to the event.

It is required that the following personnel be present at the show stop meeting:

- Stage Manager
- Duty Technical Manager (Duty Tech)
- Duty Front of House Manager
- Security Manager
- Artist Representative

The following points should be covered during a show stop meeting:

- Run through of the procedure for show stops. Agree the following:
 - o Meeting Point in or near the event for event primaries (as per list above).
 - The default meeting point for upcoming events shall be outside the Workshop on Level 2. An alternative meeting point should be agreed if this is to be changed.
 - o Agree who will communicate with the artist in the instance of a show stop.
 - o Agree who will ensure lead microphone is up for announcement to the audience.
 - o Agree who will make the announcement to the audience.
- Agree meeting point in or near the event space for key roles (as per list above), if a show-stop will be activated.
 - o The Meeting Point for upcoming events shall be outside the Workshop on Level 2.
- Ensure all roles are clear on lines of communication for a show stop as per the details of this procedure.

Communication:

Event Control will act as the central point of communication for teams during the event. For any show stop, event control must be informed.

Event Control will notify the event primaries of a show stop so they may prepare and attend the meeting point if necessary.

Role Name	Radio Channel
Stage Manager	7
Duty Technical Manager (Duty Tech)	7
Duty Front of House Manager	3
Security Manager	1
Pit Supervisor	1
Event Manager	13
Event Control	1

Actions on Activation of a Show Stop:

On enactment of a show stop procedure, the following actions will take place:

Full Stop Show Stop:

- Nominated person as agreed in show stop meeting will either
 - o Communicate the need to immediately stop the show with the artist via in-ear comms.
 - o Go onto stage, inform the artist of an immediate need to stop the show.
- Artist will stop playing and being escorted off stage.
- Nominated role as agreed in show stop meeting will ensure lead microphone is up for announcement.
- Nominated person as agreed in show stop meeting will make an announcement to the audience using the lead microphone. Any deputy for this responsibility must be agreed in the show-stop meeting.

Show Freeze Show Stop:

- Communication will be provided to the artist of a need to stop the show at the end of the current song. This may be:
 - o Via nominated person as agreed in show stop meeting (e.g., walking onto stage and informing the artists or via in ear comms.).
- At the end of the song, the artist will stop playing.
- At this point, either:
 - o The artist will be utilised to relay a message to the crowd (e.g., in the instance of a crowd management issue where a message from the artist may calm the situation).
 - o The artist will leave stage and the stage manager will make their way to the lead microphone and make an announcement to the audience.

Suggested Announcement: ***“Good evening everyone, a need has been identified to pause the show. We apologise for the interruption and hope to resume shortly.”***

Resumptions & Cancellations

Unless the Show Stop requires immediate evacuation of the space, Duty Personnel will work to establish whether the show can resume as quickly as possible. This outcome will be relayed to Event Control and the Stage Manager.

If the reason for show stop is resolved:

- The relevant Duty personnel relays to event control that the reason for show stop has been resolved.
- Event Control will relay the message to the relevant roles.
- Duty Tech will inform the Artist Representative who will inform the artist.
- Artist Representative will relay to Duty Tech a timeframe for artist returning to stage.
- Duty Tech will relay timeframe to Event Control.
- Event Control will relay timeframe to Event Primaries.
- The Artist will return to stage and show will resume.

If the reason for show stop is not resolved:

- The relevant Duty personnel relays to Event Control that the reason for show stop requires a permanent show stop.
- Event Control will relay the decision Event Primaries and inform Primaries to prepare for evacuation of the venue.
- Teams will then follow evacuation procedures as outlined in Incident Management Plan and as per the instructions of Event Control.
- Event Control, acting as Silver Command, will inform Gold Command of ongoing evacuation.

