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| --- | --- | --- | --- |
| Show date | 14/02/18 | Show name | The Giants Loo Roll |
| Date form completed | 14/02/18 | Completed by | Andrew Carruthers |

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| **1. GUIDANCE** |

Complete this form after any event with an audience or participants (including public, press, invited guests etc). Use a computer – do not print and hand-write it.

Every individual event needs a report, eg a matinee & evening performance on the same day need a report each; consecutive workshops with different participants need a report each…

Where directly associated events (eg pre-show talk, partner reception, touch tour…) are run by the same person(s), they can be included in the same form. Where these are managed by different people, each requires a separate form.

Once completed, or circulate it to the project team and James Crawford.

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| **2. ABOUT THE EVENT** |

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| --- | --- |
| Venue / location | Kingswood Academy  |
| Expected doors open | 13:30 | Actual doors open | 13:30 |
| Expected start time | 14:00 | Actual start time | 14:04 |
| Expected end time | 15:00 | Actual end time | 14:52 |
| Expected attendance | 200 | Actual attendance | 198 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| Production Manager | Carys Tavener |
| Production Company | Talegate Theatre |
| Stage Manager | Dean |
| FOH Manager | N/A |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
|  | Jess Firbank – Box Office |
|  | Pippa Gardner - Evaluation |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | Louise Burnett |
| No. of volunteers | 4 plus lead |

|  |  |
| --- | --- |
| Security provided by | N/A |
| No. of security staff | 0 |
| Did a briefing take place for staff, volunteers & security? |  Yes |

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| **3. ACCESS** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hearing Loop? | N | BSL interpreted? | N | Surtitled? | N |
| Subtitled? | N | Relaxed perf? | N | Audio described? | N |

|  |  |
| --- | --- |
| No. of attendees with access requirements | 1 |

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| **General access comments:**Perfect, totally flat entrance route. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere): Ice cream and refreshments sold pre-show by Pozzo’s in the foyer area. Better sales for them this afternoon.The volunteers did really well in seating the audience, almost filling the central block first before moving to the sides leaving us with an easier task in seating latecomers. Good atmosphere with a fully engaged and enthusiastic audience. Everyone seemed to have a great time!Evaluation by Information by Design and using emoji paddles.  |

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| **General BOH comments** (eg technical issues): None reported. |

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| **5. INCIDENT REPORTING** |

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| **Summary of any accidents or near misses, and reference number of the forms completed to report these**: |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**: |

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| **6. ACTION POINTS** |

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| **Note any actions arising from the event, who should enact them and by when**: |