|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 31/10/17 | Show name | Micropolis |
| Date form completed | 31/10/17 | Completed by | Laura Beddows  |

|  |
| --- |
| **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.

|  |
| --- |
| **2. ABOUT THE EVENT** |

|  |  |
| --- | --- |
| Venue / location | Springhead Pumping Station |
| Expected doors open | 2pm | Actual doors open | 2pm |
| Expected start time | 2pm | Actual start time | 2pm |
| Expected end time | 9pm | Actual end time | 8.30pm |
| Expected attendance | 800 | Actual attendance | 643 |

|  |
| --- |
| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager |  |
| Production Manager | Adam Long |
| Production Company | The McGuires |
| Stage Manager |  |
| FOH Manager | Andrew Carruthers |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
| Assistant Producer | Laura Beddows |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | n/a |
| No. of volunteers | 6 in afternoon and 6 in the evening |

|  |  |
| --- | --- |
| Security provided by | Prestige |
| No. of security staff | 2 |
| Did a briefing take place for staff, volunteers & security? |  Yes |

|  |
| --- |
| **3. ACCESS** |

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

|  |  |
| --- | --- |
| No. of attendees with access requirements | 5 |

|  |
| --- |
| **General access comments:**Good access all through building.  |

|  |
| --- |
| **4. GENERAL COMMENTS** |

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):**Busy first hour then a steady flow of visitors all day, lots of families due to half term.**  |

|  |
| --- |
| **General BOH comments** (eg technical issues):Couldn’t find the remotes when closing down, Davy had been using them, spoke to Maddie and agreed to turn off projectors I could reach and leave others. All working fine. |

|  |
| --- |
| **5. INCIDENT REPORTING** |

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

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

|  |
| --- |
| **6. ACTION POINTS** |

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