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

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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 | 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 |

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| **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 |

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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 | 5 |

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

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| **4. GENERAL COMMENTS** |

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| **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.** |

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| **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. |

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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**:  n/a |

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

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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:**  Locate remotes. |