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| Show date | 06/05/17 | Show name | Heights of the Reeds |
| Date form completed | 06/05/17 | 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, email it to the event lead (eg Producer).

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| **2. ABOUT THE EVENT** |

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| --- | --- | --- | --- |
| Venue / location | Humber Bridge | | |
| Start time | 10am, 12pm & 2pm | End time | 4pm |
| Expected attendance | Sold 108  Comps 10 | Actual attendance | Sold 99  Comps 3  Walk up 13 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| Production Manager |  |
| Production Company | Opera North |
| Stage Manager |  |
| FOH Manager | Event Manager |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
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| Event Volunteer Lead |  |
| No. of volunteers | 4 for first two walks and 1 for final walk (1 volunteer stayed behind until after 2pm to help) |

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| 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? | Y |

|  |  |
| --- | --- |
| No. of attendees with access requirements | 0 |

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| **General access comments:**  n/a |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Walkers experienced intermittent drop outs with sound today, mostly around the first transmitter on the bridge. We sent volunteers to check who confirmed that sound perfect from first bride tower onwards on their receivers.  All positive comments otherwise, everyone enjoyed the experience. Lots of feedback filled in, volunteers really pushing this positively. |

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| **General BOH comments** (eg technical issues):  Was aware of sound issue from Friday but car park now seems OK but first transmitter on bridge now seems to be off. I called Isabelle from the equipment company and explained the situation. She said that maybe the batteries had run out in this one but it would be best for us to take a picture of each transmitter for them to look at on Tuesday. I will do this tomorrow morning before the first walk if I have time unless someone can come along and do it from 2017 office.  I have emailed Jo at Opera North regarding this too. |

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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**:  n/a |