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| **Date** | **25/02/17** | **Completed by** | **Rachel Long** |

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| **Event type** | *Back to Ours Festival* |
| **Show name** | **The story of Mr B** |
| **Venue / location** | **Archbishop Sentamu Academy** |
| **Event Start** | **2.05** |
| **Event End** | **3.55** |
| **Audience #’s** | *51* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *Shake Shake Theatre* | |
| **Event Manager** | **Suzanne Donkin** | |
| **Stage Manager** | *N/A* | |
| **FOH Manager** | Rachel Long | |
| **Hull 2017 Staff** | | **Role** |
| Matt | | Sound Technician |
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| **No. of volunteers** | | 8 |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **0** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | No | **Audio Described** | No |
| **Numbers of attendees with access requirements** | **0** | | |
| **General Access Comments** | | | |
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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe*   Better size audience for the room size.  Really Positive response from patrons  Worked well taking audience in sooner for actors to talk to the children.  Access problems as not all customers came by car so they did not from car park entrance and had to walk around. There possibly needs to be City of culture flags to help with the pathway directions as there are multiple access points for the school.  Mobile scanning was predominant for this performance and worked well.   * **BOH** * *EG. technical issues, power cuts etc* |

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| **First Aid / Security Issues:** |
| None  **If an incident has occurred, or first aid administered have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Safeguarding:** |
| None  **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Action Points:** |
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