|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 4/11/17 | Show name | Back to Ours – Bedtime Stories |
| Date form completed | 4/11/17 | 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, or circulate it to the project team and James Crawford.

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| **2. ABOUT THE EVENT** |

|  |  |
| --- | --- |
| Venue / location | Hymers College |
| Expected doors open | 13:30 | Actual doors open | 13:30 |
| Expected start time | 14:00 | Actual start time | 14:00 |
| Expected end time | 14:50 | Actual end time | 14:50 |
| Expected attendance | 150 | Actual attendance | 134 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Suzanne Donkin |
| Production Manager |  |
| Production Company | Upswing |
| Stage Manager |  |
| FOH Manager | Andrew Carruthers |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
| Arts Develop  | Louise Yates |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead |  |
| No. of volunteers | 6 |

|  |  |
| --- | --- |
| 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? | Y/N | BSL interpreted? | Y/N | Surtitled? | Y/N |
| Subtitled? | Y/N | Relaxed perf? | Y/N | Audio described? | Y/N |

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

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| --- |
| **General access:**Good access throughout. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):All very positive, as per morning performance |

|  |
| --- |
| **General BOH comments (e.g. technical issues):**n/a |

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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 |