|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 15/12/17 | Show name | WDWGFH |
| Date form completed | 15/12/17 | 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, email it to the event lead (eg Producer).

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

|  |  |
| --- | --- |
| Venue / location | Trinity Square / Museum Quarter / Beverley Gate  |
| Expected doors open | 17:00 | Actual doors open | 17:00 |
| Expected start time | 17:00 | Actual start time | 17:00 |
| Expected end time | 21:00 | Actual end time | 21:00 |
| Expected attendance | Unknown  | Actual attendance |  |

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

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Laura Beddows |
| Production Manager | Chris Clay |
| Production Company | Hull 2017 / Jason Bruges Studio |
| Stage Manager |  |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
|  | Niccy Hallifax – Executive Producer |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | Janet Bark / Brian Cooper / Gerry Smith |
| No. of volunteers | 12 |

|  |  |
| --- | --- |
| Security provided by | Prestige  |
| No. of security staff | 12 |
| 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 | None made themselves known to us |

|  |
| --- |
| **General access comments:**None |

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):* Audience feedback to the installations was positive
* All locations reported a quiet night due in part to the cold, damp conditions
* 3 volunteers called in sick for their shift, including one lead volunteer which meant that cover was spread quite thinly so we lost wayfinding volunteers and had only three vols at Beverley Gate and Trinity Square. Given how quiet it was anyway this did not cause an issue
 |

|  |
| --- |
| **General BOH comments** (eg technical issues):* Trinity Square, all robots down at approx. 5.15pm. JBS were still on site with Music Consortium, have identified one circuit causing the problem so have isolated this and robots were back up and running (except one light) by 5.30pm. Tomorrow Richard is meeting with power logistics and will put lights and robots on separate circuits for the future.
* Everything ran without glitch for the rest of the evening.
 |

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

|  |
| --- |
| **Summary of any accidents or near misses, and reference number of the forms completed to report these**:None |

|  |
| --- |
| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:None |

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

|  |
| --- |
| **Note any actions arising from the event, who should enact them and by when**:None |