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| Show date | 14th Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 16th Oct 2017 | Completed by | A. Pearson  Nick Tandavanitj |

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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 | Pickering Park | | |
| Expected doors open | 14.00 | Actual doors open | 14.00 |
| Expected start time | 14.00 | Actual start time | 14.10 |
| Expected end time | 15.00 | Actual end time | 15.10 |
| Expected attendance | Screening audience:  50  Passengers in cars:  6 | Actual attendance | Estimated passers-by and casual viewers:  40+  Directly engaged by Hull 2017 Volunteers and  Blast Theory:  132  Passengers in cars:  9 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| Event Manager | A.Pearson/J Hill |
| Production Manager | A.Pearson/J Hill |
| Production Company | Blast Theory |
| Stage Manager | A.Pearson/J Hill |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  | Hannah Williams Walton |
|  | James McGuire |
|  |  |

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| Event Volunteer Lead | Jo Hill |
| No. of volunteers | 5 |

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| --- | --- | --- |
| Security provided by | prestige | |
| No. of security staff | 1 | |
| Did a briefing take place for staff, volunteers & security? | | **Yes** / No |

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| **3. ACCESS** |

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| Hearing Loop? | ~~Y~~/**N** | BSL interpreted? | ~~Y~~/**N** | Surtitled? | ~~Y~~/**N** |
| Subtitled? | **Y**/~~N~~ | Relaxed perf? | **Y**/~~N~~ | Audio described? | **Y/~~N~~** |

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| No. of attendees with access requirements | 2 |

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| **General access comments:**  One attendee was a visually impaired woman. She requested that she be able to ask to get out if she felt uncomfortable in the car. She was accompanied by a man who she described as 'having trouble communicating'. Nick briefed team in the car and spoke to couple to confirm this. HWW spoke to both afterwards. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Pickering Park was expected to be a quiet location, however, of those that were present, there was a good mix of local passers-by and people who'd travelled esp. to see the screening. Places for the car were booked very quickly and one couple, who’d travelled from Newcastle to take part came on to the Cottingham screening afterwards so that both would be able to take a car ride. 1 (out of 3) priority codes from those who’d picked up the call on October 1st were used by a teenage girl and her gran.  The screen position was moved at a late stage to the end of the road through the park, next to the playground to catch a higher footfall. Volunteers were positioned at the further entrance and in the playground but a smaller number than counted actually came to the screen to watch. Given the short screening time and distance to the phone box from the revised location, the car journeys were started at the screen to maximise car capacity. |

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| **General BOH comments** (eg technical issues):  Contact syncing on the mobile phones deleted the pickup phone number from the performers’ phones. This delayed the first car pick up by 10 mins so these were run for an additional 10 mins.  Dialogue on the audio described version of the films sounded quiet relative to the audio description on the truck speakers. This was later noted as an issue by the visually impaired woman who attended – though she also complimented the quality of the audio description and the experience in the car. |

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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**:  The road through the park has very little traffic with most traffic being <5mph. The screening van and seating were positioned at the very end of the road. The team had not expected cars to be an issue with this positioning, however, one driver decided to use the space next to the screening van to turn around, which meant passing the seated audience. |

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

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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**:  Review any other locations where vehicle access may be ambiguous (AP)  Review audio levels for dialogue on audio described version of films (NT) |