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| Show date | 15/02/18 | Show name | The Giants Loo Roll |
| Date form completed | 15/02/18 | 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** |

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| --- | --- | --- | --- |
| Venue / location | Sirius West Academy | | |
| Expected doors open | 10:30 | Actual doors open | 10:30 |
| Expected start time | 11:00 | Actual start time | 11:10 |
| Expected end time | 12:00 | Actual end time | 11:58 |
| Expected attendance | 170 | Actual attendance | 156 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| Production Manager | Carys Tavener |
| Production Company | Talegate Theatre |
| Stage Manager | Dean |
| FOH Manager | N/A |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  |  |
|  | Pippa Gardner - Evaluation |
|  |  |

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| --- | --- |
| Event Volunteer Lead | Rob Pritchard |
| No. of volunteers | 5 plus lead |

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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? | Y | Audio described? | N |

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| --- | --- |
| No. of attendees with access requirements | 1 |

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| **General access comments:**  6 steps down into auditorium, use of lift for wheelchairs |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  We laid out 179 seats but had space in front in case we needed children to sit on the floor. Some did so and it looked OK.  A wheelchair arrived just as we were due to start, so after a little shuffling along rows we sat them right near the lift. Just as well as it was a high chair so would have blocked the vision of all behind if they been in the centre.  All of the audience had a great time except one lady who marched here family out just before the end saying it was the worst thing she had ever seen. Pippa said that she didn’t like being splashed with water either but seemed like she would not be put off booking in future for another show just not The Giant’s Loo Roll. She was more than happy to fill in the evaluation on the way out. Her family were loving it so maybe she had to be somewhere.  Everyone else said that they really enjoyed the show.  Evaluation by Information by Design and popcorn. |

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| **General BOH comments** (eg technical issues):  None reported. |

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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**: |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**: |

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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**: |