|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 14/12/17 | Show name | Where do we go from here? |
| Date form completed | 14/12/17 | 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** |

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| --- | --- | --- | --- |
| Venue / location | Trinity Square/Museum Quarter/Beverly Gate | | |
| Expected doors open | 17:00 | Actual doors open | 16:30 |
| Expected start time | 17:00 | Actual start time | 16:30 |
| Expected end time | 21:00 | Actual end time | 21:00 |
| Expected attendance | Unknown | Actual attendance | Estimate 600 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| 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* | |
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| --- | --- |
| Event Volunteer Lead | Andy Moore, Anna Simpson, Gerry Smyth, Martin Bott |
| No. of volunteers | 14 (inc Leads) |

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| --- | --- | --- |
| Security provided by | Prestige | |
| No. of security staff | 6 on event and 1 at Argos building | |
| 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? | N | Audio described? | N |

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| --- | --- |
| No. of attendees with access requirements | None made themselves known |

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| **General access comments:**  All accessible. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):Christmas Food Market in Zebedees Yard and late night shopping meant that Beverly Gate was busier than the last couple of nights.  The museum was very quiet and as Trinity was off most of the night it was also. |

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| **General BOH comments** (eg technical issues): Issues with Museum starting. Mark looked at it and said that as work had been done today the programme had not been reset. After many phone calls with JBS it started running at about 17:25. As soon as it had, Trinity were on radio to say that they had stopped after running for 30 minutes without issue. Mark went straight over to fix. Museum then stopped mid-sequence, then started again without sound. It then stopped altogether at 18:00. Back on and running shortly after. Trinity however did not come back on. The volunteer team from that section helped with tea breaks for Beverly Gate and Museum. Museum was troublesome all evening and froze at around 20:30 not to come back on.  All contractors are due to come in on Friday as issues too big to deal with remotely.  Mark and I left at 22:30 after speaking with John to safely leave museum robots and lock up. |

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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**:  All contractors to come in and sort power at Trinity, program of Museum and lights that are out. |