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| **Date** | **25/02/17** | **Completed by** | **Rachel** |

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| **Event type** | *Back to Ours Festival* |
| **Show name** | **The story of Mr B** |
| **Venue / location** | **Archbishop Sentamu Academy** |
| **Event Start** | **11.04** |
| **Event End** | **11.54** |
| **Audience #’s** | *55* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *Shake Shake Theatre* | |
| **Event Manager** | **Suzanne Donkin** | |
| **Stage Manager** | *N/A* | |
| **FOH Manager** | Rachel Long | |
| **Hull 2017 Staff** | | **Role** |
|  | | Sound Technician |
|  | |  |
|  | |  |
| **No. of volunteers** | | 8 |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **0** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | No | **Audio Described** | No |
| **Numbers of attendees with access requirements** | **1** | | |
| **General Access Comments** | | | |
| **Child in a mobility chair – mother very positive about the experience which he also enjoyed.** | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe*   Audience feedback was great. Very tight space we would not have been able to fit 60 people in this space. Some adults had to stand.  1 scanner for this performance and no box office, one patron turned up for a ticket from the Beverley Puppet festival.  Volunteer was late.  There are no registers or forms at the venue.   * **BOH** * *EG. technical issues, power cuts etc* |

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| **First Aid / Security Issues:** |
| None  **If an incident has occurred, or first aid administered have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Safeguarding:** |
| None  **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Action Points:** |
| Area worked well as we used the hygiene room on the same floor as a baby changing facility. |