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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. |