|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 1/4/17 | Show name | Height of the Reeds |
| Date form completed | 1/4/17 | Completed by | Lis Poulsom, Keda Breeze |

|  |
| --- |
| **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, email it to the event lead (eg Producer).

|  |
| --- |
| **2. ABOUT THE EVENT** |

|  |  |  |  |
| --- | --- | --- | --- |
| Venue / location | Humber Bridge | | |
| Start time | 11:00 | End time | 18:30 |
| Expected attendance | 3 x 40 | Actual attendance | 118 |

|  |
| --- |
| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Lis Poulsom, Keda Breeze |
| Production Manager | Martin Atkinson |
| Production Company | Opera North |
| Stage Manager |  |
| FOH Manager | Event Managers |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  | 2 x 10 Volunteers |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | Event Manager |
| No. of volunteers | 2 x 10 |

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

|  |
| --- |
| **3. ACCESS** |

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

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

|  |
| --- |
| **General access comments:**  Mobility Scooter used on one occassion |

|  |
| --- |
| **4. GENERAL COMMENTS** |

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):  Great atmosphere – both evaluation techniques conducted.  Allocation process adapted and now working well.  Producing larger print door lists. |

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| **General BOH comments** (eg technical issues): |

|  |
| --- |
| **5. INCIDENT REPORTING** |

|  |
| --- |
| **Summary of any accidents or near misses, and reference number of the forms completed to report these**:  None |

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

|  |
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| **6. ACTION POINTS** |

|  |
| --- |
| **Note any actions arising from the event, who should enact them and by when**:  None |