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| Show date | 14th Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 16th Oct 2017 | Completed by | A. Pearson  Nick Tandavanitj |

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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 | The Square, Hessle | | |
| Expected doors open | 12.00 | Actual doors open | 12.00 |
| Expected start time | 12.00 | Actual start time | 12.00 |
| Expected end time | 14.00 | Actual end time | 14.00 |
| Expected attendance | Screening audience:  100  Passengers in cars:  12 | Actual attendance | Estimated passers-by and casual viewers:  300+  Directly engaged by Hull 2017 Volunteers and  Blast Theory:  208  Passengers in cars:  15 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| Event Manager | A.Pearson/J Hill |
| Production Manager | A.Pearson/J Hill |
| Production Company | Blast Theory |
| Stage Manager | A.Pearson/J Hill |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  | Hannah Williams Walton |
|  | James McGuire |
|  |  |

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| --- | --- |
| Event Volunteer Lead | Jo Hill |
| No. of volunteers | 5 |

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| --- | --- | --- |
| Security provided by | prestige | |
| No. of security staff | 1 | |
| Did a briefing take place for staff, volunteers & security? | | **Yes** / No |

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| **3. ACCESS** |

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

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| No. of attendees with access requirements | 0 |

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| **General access comments:**  A local resident complained that the screen was blocking the path in between two pedestrian crossings in The Square. Jo took on monitoring this and assisted one visually impaired gentleman around the screen. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  The Square on a sunny Saturday lunchtime was very busy with Saturday shoppers. It gave a good location for passers-by with the bus stops, and square itself giving a lot of opportunities to loiter, watch the films and talk to the volunteers. Audiences ranged from teenager to families with young children and pensioners. Because of issues with the phone box (see below) one volunteer was posted at the phone box with a backup mobile phone, while the remainder approached people outside the shops and in the square. Kofi and Ben from the BBC spent 20-30 mins on site filming, providing additional attention for the event. |

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| **General BOH comments** (eg technical issues):  Due to a problem where designated phone box only rang once before the call dropping. A volunteer was posted at the phone box with a backup mobile phone to receive calls, though this wasn’t needed. The volunteers seemed particularly confident about engaging people here - two volunteers had previously volunteered for screenings or taken part in the show. The base was the car park of the Marquis of Granby pub. |

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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**:  A visually impaired gentleman had to be guided round the screen van, and this led to a member of the public complaining about its location. |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:  One volunteer mistook a teenager as being over 18. Nick asked their age and they eventually took part accompanied by a friend who was ID’ed as over 18. |

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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**:  Add review of impact for visually impaired to set-up and screen location (AP/JH) |