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| Show date | 1st Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 6th Oct 2017  Updated  13th 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 | Roborough Close, Hull | | |
| Expected doors open | 12.00 | Actual doors open | 11.30 |
| Expected start time | 12.00 | Actual start time | 11.30 |
| Expected end time | 18.00 | Actual end time | 18.00 |
| Expected attendance | Screening audience:  200  Passengers in cars:  20 | Actual attendance | Estimated passers-by and casual viewers:  200+  Directly engaged by Hull 2017 Volunteers and  Blast Theory:  196  Passengers in cars:  26 |

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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* | |
|  | Sam Hunt |
|  | Lindsey Alvis |
|  | Hannah Williams |
|  | Melissa McVey |

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| --- | --- |
| Event Volunteer Lead | Jo Hill |
| No. of volunteers | 8 |

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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:**  No one was logged as having specific access requirements |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  The location provided good space to watch, loiter and discuss the project with a good number of people passing and engaging. Cube seating was particularly appealing to young people and children to encourage them to spend time watching the films. The rain shelter for volunteers looked out of keeping and wasn’t used by anyone. At the point of opening the show, the site was also covered in a large amount of litter. This was picked up by Sam, Hannah and Mel from City of Culture to improve the appearance of the site. Audience feedback for face-to-face experience in cars was entirely positive. Face-to-face experience also encouraged engagement around the films especially among three boys who each took a ride with their mum towards the end of the day. Audience numbers fell sharply at 4pm as Northpoint closes promptly at this time. |

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| **General BOH comments** (eg technical issues):  At the start of the face-to-face experience, there were difficulties with keeping pace with the number of callers from two pick-up phone boxes with one caller being left waiting for nearly 10 mins. The team switched to using a single pick-up phone box at and checked the 2nd phone box for any outstanding callers. |

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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**:  None |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:  For the 2nd car pick-up of the day, the audience member gave their age and year of birth as being over 18 in the initial call with the performer. The team had been briefed that we’d expect this to be enough to catch under 18’s taking part unaccompanied though the technical operator could challenge anyone who was clearly under 18. The car was then approached by a group including children and an older woman. The older woman then checked how long it would take before a boy stepped forward and got in the car. After Hannah reported that the boy was definitely under 18, Nick messaged both technical operators to re-iterate that anyone appearing under 18 must be accompanied in the car. An updated procedure was then agreed for checking age as part of the queuing system for audiences taking part in the cars in the following weeks shows. |

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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**:  Organise queueing system for those wishing to take part in the cars. (NT to action)  Production manager to have dedicated phone contact with cars to control structured breaks for performers/drivers/tech operators (AP)  Security to be briefed on a more softly softly approach to dealing with public. (AP)  Only one telephone box to be used from now on to help control audience flow.  Cleanliness and overall aesthetic appearance to be overseen by E52 |