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| **Date** | **17/02/18** | **Completed by** | **K MCCREADDIE** |

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| **Event type** | *Back to Ours* |
| **Show name** | Amazing Bubble Man |
| **Venue / location** | Freedom Centre |
| **Event Start** | 7.40 |
| **Event End** | 8.50 |
| **Audience #’s** | *280* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *Louis Pearl* | |
| **Event Manager** | **Katie McCreaddie** | |
| **Stage Manager** |  | |
| **FOH Manager** | Katie McCreaddie | |
| **Hull 2017 Staff** | | **Role** |
| Laura Beddows | | Artist liaison |
|  | | Monitoring and evaluation |
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| **No. of volunteers** | | 6 |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **NA** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | Y/**N** | **Audio Described** | Y/**N** |
| **Numbers of attendees with access requirements** | **0** | | |
| **General Access Comments** | | | |
| Staff were happier with using the main front entrance as it meant people could use the café and they could monitor the cctv better than using the side entrance. | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe* * Very positive feedback from staff and audience * Many asking about whether it will run again next half term * People recognised the emoji panels and were keen to take part * One lady complained that a volunteer had had her arm on her grandson’s chair! Just forewarning you in case of complaint. * **BOH** * *EG. technical issues, power cuts etc* * *Steps to stage blocked the view of about 40 seats so we removed and used volunteers as guides to escort the children up the stairs at the side of the stage* * ***The stage was a health and safety risk in my opinion- when children were volunteering they were quite close to the edge. He was asking them to jump etc. which could have led to a fall. We placed volunteers under them to try to prevent any falls but I do think this was an issue.*** * *Children were harder to manage at this venue as there was nowhere for them to sit at the front. Perhaps at all children’s targeted performances there should be an area where they can sit on the floor or there are benches so that they can see- you’d only need to have taken the front couple of rows out.* * *The flow on the way out wasn’t great as the evaluation created a queue and blocked the exit- I moved some furniture around to create another exit.* |

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| **First Aid / Security Issues:** |
| NA  **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:** |
| **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:** |
| Katie to consider layout at Winifred tomorrow to see if a seating area can be done at the front. |