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| Show date | 29/07/2017 | Show name | LGBT 50: A Duckie Summer Tea Party |
| Date form completed | 29/07/2017 | Completed by | Rebecca Clark |

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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 | Queen Victoria Square | | |
| Expected doors open | 13:00 | Actual doors open | 13:00 |
| Expected start time | 13:00 | Actual start time | 13:00 |
| Expected end time | 18:00 | Actual end time | 18:02 |
| Expected attendance | 5000 | Actual attendance | Approx. 2000 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| --- | --- |
| Event Manager | Chris Clay |
| Production Manager | Melissa McVeigh |
| Production Company | N/A |
| Stage Manager | Dickie Eton |
| FOH Manager | Susan Donkin / Lis Poulsom / Danielle Harris |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
| Deputy Event Manager | Melissa McVeigh |
| Event Producer | Cian Smyth |
| Assistant Event Producer | Haitham Producer |
| Production Liaison | Jenny Hutt |
| Production Liaison | Niccy Hallifax |
| Production Liaison | Elizabeth Bergeron |
| Production Liaison | Claire Drury |
| Event Logger | Rebecca Clark |
| Communications Lead | Alix Johnson |
| Marketing Lead | Sarah Moor |

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| Event Volunteer Lead | Kirsty Redhead - Yorkshire Dance Producer |
| No. of volunteers | 50 Yorkshire Dance volunteers |
| 12 Hull 2017 Volunteers - managed by Haitham Ridha |

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| Security provided by | Showsec | |
| No. of security staff | 16 | |
| Did a briefing take place for staff, volunteers & security? | | Yes |

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| **3. ACCESS** |

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

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| --- | --- |
| No. of attendees with access requirements | M/A |

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| **General access comments:**  N/A |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Good atmosphere with no hostility.  Pickpocket operating in Hull City centre on the day reported to event control via control room CCTV in Festival House. |

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| **General BOH comments** (eg technical issues):  Technical Issues with Radio Comms – loss of Channel 6 during event set-up prior to event commencing. This was rectified within the hour by a member of 900 Comms team who was on call. |

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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**:   * **A130** - Hull 2017 volunteer tripped over cable ramp in front City Hall, and hit her head on the steps. Volunteer was carrying a large tray at the time and did not see the ramp. Cut to head, bruising and grazing to hands and knees. Initial treatment by medical team onsite, then transported to HRI for further treatment. * **Patient Summary from North East Medical Services –** 4 other First Aid instances treated on site including cut to finger, ankle injury, fall - cut to knees and fall - cut to shin. All injuries cleaned/dressed and administered pain relief (if required) before returning to event. |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:   * 1 lost child reunited with grandparents within 5 minutes. |

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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**:  N/A |