|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 13/02/18 | Show name | The Giants Loo Roll |
| Date form completed | 13/02/18 | Completed by | Andrew Carruthers |

|  |
| --- |
| **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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Venue / location | Archbishop Sentamu Academy | | |
| Expected doors open | 13:30 | Actual doors open | 13:30 |
| Expected start time | 14:00 | Actual start time | 14:00 |
| Expected end time | 14:50 | Actual end time | 14:52 |
| Expected attendance | 184 | Actual attendance | 198 |

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

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| Production Manager | Carys Tavener |
| Production Company | Talegate Theatre |
| Stage Manager | Dean |
| FOH Manager | N/A |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  | Jack Dunkerley – Box Office |
|  | Pippa Gardner - Evaluation |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | Jackie Suthenwood |
| No. of volunteers | 5 plus lead |

|  |  |  |
| --- | --- | --- |
| Security provided by | N/A | |
| No. of security staff | 0 | |
| Did a briefing take place for staff, volunteers & security? | | Yes |

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

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

|  |  |
| --- | --- |
| No. of attendees with access requirements | 0 |

|  |
| --- |
| **General access comments:**  Good |

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere): A busy afternoon show, an almost full house. Great atmosphere from the off due to a slightly older audience of children, some of which did decide that it was too young for them and left after 20 minutes.  Evaluation popcorn:-  133 Count Me In  29 Yeah Maybe  9 Can’t decide  3 Probs Not  3 No Way |

|  |
| --- |
| **General BOH comments** (eg technical issues): All ok, started bang on time. |

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

|  |
| --- |
| **Summary of any accidents or near misses, and reference number of the forms completed to report these**: |

|  |
| --- |
| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**: |

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

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