|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 09/12/17 | Show name | Floe |
| Date form completed | 09/12/17 | Completed by | James 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, email it to the event lead (eg Producer).

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| **2. ABOUT THE EVENT** |

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| --- | --- |
| Venue / location | The Deep, Stage @ the Dock, C4DI |
| Expected doors open | 18:00 | Actual doors open | 18:00 |
| Expected start time | 18:00 | Actual start time | 18:00 |
| Expected end time | 22:00 | Actual end time | 22:00 |
| Expected attendance | Unknown  | Actual attendance | Unknown |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | James Clark |
| Production Manager | Chris Clay |
| Production Company |  |
| Stage Manager |  |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
|  | Hannah Williams Walton – Producer |
|  | Hazel Colquhoun – Curator  |
|  | Andrew Knight – Curator  |

|  |  |
| --- | --- |
| Event Volunteer Lead |  |
| No. of volunteers | 1st Shift – 9 2nd Shift - 7 |

|  |  |
| --- | --- |
| Security provided by | Prestige  |
| No. of security staff | 12 |
| Did a briefing take place for staff, volunteers & security? |  Yes |

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| **3. ACCESS** |

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

|  |  |
| --- | --- |
| No. of attendees with access requirements | None made themselves known to us |

|  |
| --- |
| **General access comments:**None |

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| **4. GENERAL COMMENTS** |

|  |
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| **General FOH comments** (eg audience feedback, atmosphere):* Audience feedback was positive
* Exceptionally busy at 18:00 remained steady and busy 18:00 to 21:00. Quieter after this, partly due to the exceptionally cold weather but still a steady stream of audience members right up to 22:00
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| **General BOH comments** (eg technical issues):* The installation functioned without any technical issues
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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**:None |

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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**:None |