|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  **25/02/17** | **Completed by** | **Mikey Jarrell and Rachel Long** |

|  |  |
| --- | --- |
| **Event type** | *Musical theatre and live music* |
| **Show name** | **JOAN and Hekima** |
| **Venue / location** | **Hymers College** |
| **Event Start** | **19:32 (held for latecomers)** |
| **Event End** |  |
| **Audience #’s** | *40* |
| **Associated Events** |  |

|  |
| --- |
| **Personnel** |
| **Production Company** |  |
| **Event Manager** | **Mikey Jarrell** |
| **Stage Manager** |  |
| **FOH Manager** | Rachel Long |
| **Hull 2017 Staff** | **Role** |
|  |  |
|  |  |
|  |  |
| **No. of volunteers** | 7 |
| **Security provided by** | **Prestige** |
| **Security staff numbers** | **2** |
| **Did a briefing take place for Staff / Volunteers and Security?** | **Yes**  |

|  |
| --- |
| **Access** |
| **Relaxed Performance** | N | **Audio Described** | Y |
| **Numbers of attendees with access requirements** | **0** |
| **General Access Comments** |
|  |

|  |
| --- |
| **General comments:** |
| * **FOH**
* Scanners not functional
* Wayfinder volunteers should ideally have had torches.
* All the volunteers attended (we didn’t have a register)
* Customers seemed to feel that there was too many evaluation channels (5), given the number of people.
* Volunteer sustenance worked well arriving early pre-dooors at 6:15.
* **BOH**
* *Venue manager Craig very helpful, supplied hot drinks*
* *Heating in theatre not working, slightly too cold during performance despite all attempts by Craig to overrider centralised control settings.*
* *Lighting in bar/musical performance area was a bit too bright, but on sensors so unable to dim. Not a big proble though.*
* *Hekima went on late as he didn’t have his djembe – Mikey drove him to get it.*
 |

|  |
| --- |
| **First Aid / Security Issues:** |
| None. 1 x medics present[ ]  **If an incident has occurred, or first aid administered have you completed an incident form?** (*tick here if complete – and attach to this report)* |

|  |
| --- |
| **Safeguarding:**  |
| N/A[ ]  **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

|  |
| --- |
| **Action Points:**  |
|  |